

JOB TITLE: Town Administrator

DEPARTMENT: Executive

LABOR GRADE:

STATUS: Full Time, Executive Exemption

JOB SUMMARY: The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for operation of the Town under the direction of the Board of Selectmen. The Town Administrator is a resource and liason to other departments under the direction of the Board of Selectmen. The Town Administrator establishes effective working relationships with and among all town boards, commissions, departments and committees.

MAJOR DUTIES:

(The listed examples are illustrative only and may not include all duties found in this position.)

- Carries out the orders and policies of the Board of Selectmen.
- Coordinates with department heads regarding personnel and activities under the jurisdiction of the Board of Selectmen. Maintains the Town Personnel Policy. Assists Board of Selectmen with selecting new Town employees and department heads.
- Coordinates with the Board of Selectmen a written performance evaluation of department heads and administrative staff employees that come under the jurisdiction of the Board of Selectmen. Develops office staff evaluations and reviews all performance evaluations to determine they are in accordance with Town policy and all laws, rules, regulations and procedures.
- Receives, investigates and responds to citizen complaints directed to the Board and coordinates with appropriate departments, Boards or Committees to resolve the issue successfully or otherwise reports to the Board of Selectmen for direction.
- Compiles all budgets from the Department Heads and committees and presents them to the Board of Selectmen.
- Develops, with the Finance Officer and Town Treasurer, projections of all revenues, expenditures and available funds each fiscal year prior to developing the proposed annual budget and/or the summary budget message.
- Supervises purchasing activities, preparation of bid document, and negotiates and administers contracts as requested and directed by the Board of Selectmen.
- Keeps abreast of any federal or state programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application for such funds.

- Prepares and/or oversees the preparation of grant applications when directed by the Board of Selectmen and coordinates grant proposals to ensure that each proposal is consistent with Town policies, State and Federal laws and the budget process.
- Responds to written & oral questions and complaints from the public and maintains a record of all correspondence.
- Coordinates the agenda for the Board of Selectmen's meetings with the Chairman of the Board. Assumes responsibility for accurate records of all Board of Selectmen's meetings. Attends all meetings of the Board, providing background information and recommendations on all pertinent matters.
- Acts as a liaison between the Board of Selectmen and other Boards, Committees, Commissions, consultants, contractors and Officials. Represents the Selectmen before other Boards and Committees when directed by the Board of Selectmen.
- Coordinates with Town Legal Counsel for and during the preparation of the warrant for all special and annual town meetings. Coordinates and corresponds with Town Legal Counsel on the preparation of various agreements, easements and other legal matters as determined necessary and/or directed by the Board of Selectmen. Gathers and assembles pertinent data relative to these issues.
- Advises the Board of Selectmen on all matters affecting Town employees and volunteer personnel.
- Advises the Board of Selectmen on personnel matters; manages employee benefits and insurance policies, manages drug and alcohol records as required.
- Supervises the preparation of the Annual Town Report.
- Keeps the Board of Selectmen informed on all matters affecting the Town as a result of any legislative action by the state or federal government.

Performs other related duties as required.

KNOWLEDGE REQUIRED BY THE POSITION:

- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel.
- Knowledge of municipal budgeting process and statutes.
- Has Human Resources training and experience.
- Knowledge of modern personnel; finance, contract negotiations and purchasing practices and procedures.
- Knowledge of state statutes dealing with Town Administration.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations; ability to speak, write and communicate effectively; ability to establish and maintain effective working relationships with Town officials, employees and the public.
- Knowledge of financial reporting and bookkeeping practices.
- Skill in personnel administration functions such as hiring, firing, promoting and training.
- Strong familiarity with Town office administrative procedures.

SUPERVISORY CONTROLS: The Board of Selectmen set the overall objectives and resources available. The Town Administrator, in conjunction with the Selectmen, develops the deadlines of projects to be done. The Town Administrator is responsible for planning and carrying out assignments; resolving most of the conflicts which arise; coordinating the work with others as necessary and determines the approach to be taken and the methodology to be used. The Town Administrator keeps the Board of Selectmen informed of the progress of potential controversial matters.

GUIDELINES: Include relevant state and federal laws and environmental regulations, town ordinances, and town policies and procedures. These guidelines require judgment, selection and interpretation in application. This position may develop Town Guidelines, to be reviewed and approved by the Board of Selectmen.

SCOPE AND EFFECT: The work involves establishing criteria; formulating projects, assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems, or questions. The work product or service affects a wide range of town activities, major activities of industrial concern, or the effectiveness of other departments.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: Reports directly to the Board of Selectmen and oversees the Finance Officer, Assessing Assistant, Administrative Specialist, Zoning Enforcement Officer and Town Planner positions.

MINIMUM QUALIFICATIONS: Bachelor's degree in Public Administration or related field with at least five (5) years progressive responsible experience in municipal government and management. Graduate studies may be substituted for up to two years of executive experience; OR any equivalent combination of education and related administrative work experience, which demonstrates possession of the required knowledge, skills and abilities. See section "Knowledge Required by the Position".

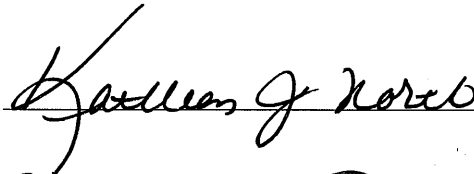
Town of Sanbornton

Board of Selectmen

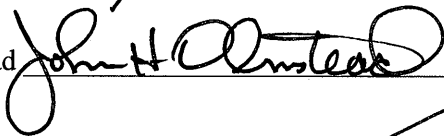
Approved 10/26/2016

Amended 06/27/2018

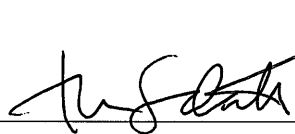
Katy North, Chair

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John Olmstead

Handwritten signature of John Olmstead in black ink, written over a horizontal line.

Tom Salatiello

Handwritten signature of Tom Salatiello in black ink, written over a horizontal line.