**TOWN ADMINISTRATOR**

JOB SUMMARY: The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen. The Town Administrator manages and coordinates administrative activities for the office of the Board of Selectmen and other Town Departments under the control of the Board of Selectmen. Administers the personnel, financial and purchasing policies of the Town. The Town Administrator establishes effective working relationships with and among all Town Boards, Commissions, Departments, and Committees.

**SUPERVISION RECEIVED**

The Town Administrator receives general supervision and policy direction from the Board of Selectmen. The incumbent exercises a considerable degree of independent judgement, and performance is evaluated by the Board based upon the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED**

The Town Administrator exercises direct supervision of employees of the Selectmen’s office and provides administrative direction and general supervision to Department Heads under the control of the Board of Selectmen.

**EXAMPLES OF ESSENTIAL DUTIES**

1. Carries out the directives and policies of the Board of Selectmen.

2. Supervises all personnel, operations, programs and activities under the jurisdiction of the Board of Selectmen.

3. Administers the Personnel Policies of the Town and assists the Board of Selectmen in personnel management, including recruitment, selection, promotion and discipline of employees as well as classification, compensation and training of employees. Manages employee benefits and insurance policies, and maintains personnel files and records.

4. Administers the Safety and Loss Control Policies of the Town including workplace safety, safety training programs and loss prevention. Attends Joint Loss Management Committee Meetings.

5. Coordinates and submits to 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.

6. Coordinates and oversees the preparation of all budgets; reviews all budget requests and makes recommendations to the Board of Selectmen and Budget Advisory Committee. Administers the budgets of all Town Departments after approval at the Annual Town Meeting. Prepares monthly revenue and expenditure reports. Reviews and monitors revenues and expenditures to insure expenditures are in compliance with appropriations and receipt of revenues due.

7. Administers the financial policies of the Town including overseeing and coordinating Town finances including accounts payable, accounts receivable, and payroll functions, and coordination of records and information for the annual financial audit.

8. Oversees the preparation of the six year capital improvement program which is updated each year. Reviews requests for capital improvements and makes recommendations to the Board of Selectmen.

9. Supervises purchasing activities, preparation of bid documents, and negotiates and administers contracts as requested and directed by the Board of Selectmen. Reviews and analyzes bids received and makes recommendations for bid awards to the Board of Selectmen.

10. Negotiates inter-municipal service agreements for the Board of Selectmen’s approval for solid waste and parks & recreation services with the Town of Hillsborough.

11. prepares the agenda for and assumes responsibility for accurate records of all Board of Selectmen’s meetings. Attends all meetings of the Board of Selectmen providing background information and recommendations on all pertinent matters.

12. Acts as liaison officer between the Board of Selectmen and other Boards, Committees, Commissions, and Town Officials. Attends meetings of the Planning Board and Zoning Board on a regular basis. Attends meetings of the Budget Advisory Committee. Represents the Selectmen before other Boards and Committees when the Board of Selectmen deems it appropriate.

13. Prepares the Warrant for the Annual Town Meeting and Special Town Meeting for approval by the Board of Selectmen including coordination with the NH Department of Revenue Administration and Town Legal Counsel.

14. Oversees and coordinates preparation and printing of the Annual Town Report.

15. Oversees and coordinates the preparation of all required State and Federal Reports and Forms including the NH Department of Revenue Administration Forms.

16. 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 including pending and potential litigation. Gathers and assembles pertinent data relative to these issues.

17. Oversees and coordinates the proper equipment, building and facility management of all Town equipment, buildings and facilities including preventive maintenance.

18. Ensures the adequacy of insurance coverage for property and liability for all Town property and officials.

19. Conducts research and studies and makes recommendations to the Board of Selectmen for policies and procedures as well as improvements in Town operations including the development of short and long term plans for the Town.

20. Receives, investigates, and responds to citizen complaints directed to the Board of Selectmen and coordinates with appropriate Departments, Boards, or Committees to resolve the issue successfully, or otherwise reports to the Board of Selectmen for direction.

21. Keeps informed 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, and prepares grant applications when directed by the Board of Selectmen.

22. Keeps the Board of Selectmen informed on all Town matters and issues. Keeps the Board of Selectmen informed of all matters affecting the Town as a result of any legislative action by the State or Federal Government.

23. Prepares press releases, statements and correspondence as appropriate for review and approval by the Board of Selectmen.

24. Oversees specific projects as directed by the Board of Selectmen. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional, technical and support personnel. Knowledge of personnel, finance, contract negotiations, and purchasing practices and procedures. Knowledge of state statues dealing with Town Government. Ability to prepare comprehensive research studies, analyze problems, prepare reports and formulate recommendations; ability to speak, write and communicate effectively; ability to establish and maintain effective working relationship with Town officials, employees, and the public. Knowledge of financial reporting and financial practices. Skill in personnel administration functions... Knowledge of strategic planning, project management and goal setting. Strong familiarity with Town Office administrative procedures. Skill in the use of computers and computer software for word processing, financial recordkeeping, spreadsheets, presentations, publishing and websites.

**MINIMUM QUALIFICATIONS REQUIRED**

Bachelor’s degree in Public Administration or related field with at least five (5) years progressive responsible experience in municipal management; OR any equivalent combination of experience and education, which demonstrates possession of the required knowledge, skills, and abilities.

**PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS**

For communicating with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.