

## **Nottingham Town Administrator**

### **Job Summary**

The Town Administrator is the chief administrative officer for the Board of Selectmen, serving at the pleasure of the Board with an employment agreement. The administrator manages and coordinates administrative activities for all staff and departments under the control of the Board of Selectmen. The administrator coordinates and establishes effective working relationships with and among other town boards, commissions and committees, departments, and appointed and elected officials.

### **Supervision Received**

The Town Administrator receives general supervision and policy direction from the Board of Selectmen, and then exercises independent judgment, conducting business with some operational independence and using personal judgment. The administrator is evaluated annually by the Board for overall performance and 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 and their departments under the authority of the Board of Selectmen.

### **Examples of duties**

1. **Policy:** The administrator carries out the direction, guidelines and policies of the Board of Selectmen. The Board of Selectmen shall adopt the following policies: personnel policies (including a discipline/grievance process), financial policy (including purchasing, bidding, and specifically what contracts and purchases must come before the Board before execution), safety policy, investment policy, and any others the Board determines are needed. The administrator shall anticipate future needs and work with the Board of Selectmen and others to make long range plans

for the Town. The administrator monitors trends and researches and recommends new policies or improvements of existing policies to the Board of Selectmen. The administrator prepares routine and cyclical reports for submission to town state and federal organizations, including the town report, with particular emphasis on keeping the Board of Selectmen informed.

2. **Financial administration:** The administrator coordinates the daily financial administrative functions of all activities under the control of the Board of Selectmen including oversight of purchasing, contract administration, expenditures, revenue collection, record keeping, grant applications, grant administration, and annual CPA audit. Administers the budget within approved expenditures. The administrator will coordinate with the other boards and committees and the Treasurer, Town Clerk and Tax Collector to facilitate efficient government. The administrator oversees preparation and delivery to the Board of regular reports of the financial situation of the Town. The administrator is responsible for tracking, maintaining and preserving town assets including maintaining adequate insurance. The administrator coordinates with appropriate staff for billing for revenues such as timber tax, current use, gravel excavation, outside details, and trash bags.
3. **Personnel:** The Town Administrator makes the hiring recommendations to the Board for management staff under the jurisdiction of the Board. The Board of Selectmen shall have the right to reject a recommendation but shall not then select a different candidate unless that candidate is acceptable to the Town Administrator. The Administrator makes the hiring decisions for all other staff for existing classifications within the existing budget. The Town Administrator shall be responsible for the evaluation, promotion, and discipline of all such personnel subject to appeal to the Board of Selectmen as outlined in the personnel policy. The administrator shall make recommendations to the Board of Selectmen regarding salary structure and placement of existing staff within that structure. The administrator may propose changes in job descriptions, titles, and

administrative structure to the Board of Selectmen. The Board may reject or amend the changes within 30 days of receiving the proposal after which the Administrator can implement the changes.

4. **General Administration:** The administrator manages and coordinates administrative activities for all staff and departments under the control of the Board of Selectmen. The administrator receives, investigates and responds to complaints and coordinates with appropriate departments, boards, or committees to respond to the issue. The administrator acts to ensure compliance with the Americans with Disabilities Act, Affirmative Action requirements, Family Medical Leave Act, Fair Labor Standards Act, and other state and federal mandates. The administrator oversees the maintenance and operation of the website, computer system and network. The administrator is responsible to see that the assessing records are up to date and the various measurement ratios within required parameters.
5. **Budgets:** The administrator supervises the preparation of all budgets; reviews all budget requests and amends department proposals as deemed appropriate (other than the Library budget). The administrator is responsible for the presentation of the budget to the Board of Selectmen, Budget Committee and Town. The administrator oversees the preparation of revenue projections, tax rate projections, budget presentations, and all materials needed for Town Meeting.
6. **Communication:** The administrator supervises and oversees regular communication with the community through various media including, but not limited to, the website, channel 22, the town report, social media, news releases, and the Town Newsletter. The administrator acts as a liaison between the Board of Selectmen, elected officials, and town boards, trustees and commissions. The administrator is responsible for overseeing internal communication between departments and also with the various town boards and committees.
7. **Legal:** The administrator is responsible for communication with legal authorities, including the Town's legal counsel(s) and the free legal advice

of NHMA in the administration of legal matters including preparation of the warrant for Town Meeting, economic development and general matters.

8. **Other:** The administrator performs other related professional duties as required.

### **Knowledge, Skills, and Abilities Required**

The administrator needs the ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel performing varied operations connected with municipal government. Familiarity is required with the wide variety of general town operations, of state and federal laws pertaining to municipalities and with the development and administration of personnel and financial policy and ordinances. The administrator must have effective oral and written communications skills and the ability to maintain effective working relationships with others. The administrator must be familiar with town office administrative procedures including competency with programs like Microsoft Word, PowerPoint, Excel, and Outlook and have the ability to quickly learn specialized municipal software.

### **Minimum Qualifications Required**

B.A. or B.S. in Business, Public Administration or relevant field of study and 5 years of experience in municipal management or any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities. A Masters of Public Administration or Business is preferred.

### **Physical Abilities and Environmental Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

Minimal physical effort is generally required in performing duties under typical office conditions however the administrator will be required to exert occasional

moderate physical effort when reviewing town infrastructure including roads, buildings, bridges, etc., construction sites, winter maintenance effectiveness, etc. As such the administrator needs the ability to maneuver uneven terrain during all types of weather conditions. The position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus.