

# Johnson Town Administrator

## Job Description

**Position Title:** Town Administrator  
**Employment Category:** FLSA Exempt  
**Reports to:** The Town Selectboard

**General Summary:** The Town Administrator (“Administrator”) works under the direct supervision of the Selectboard (“the Board”) to carry out the duties and responsibilities of the Town, described below, and other work as assigned by the Selectboard.

### **Town Administrator:**

The Administrator is responsible for planning, organizing, directing, and coordinating the affairs of the Town in areas not directly the responsibility of others. Additionally, they are responsible for assisting the Selectboard, including developing policies for the general direction and procedures of the Town, as well as coordinating long-range programs for Town departments. The Administrator is adept at interfacing with residents, committees, and other stakeholders on behalf of the Town. They are responsible for the performance of administrative and technical duties as assigned by the board.

The Administrator is the Board’s direct representative and acts in accordance with Board policy and directives.

Work is generally performed independently. The Town of Johnson does not have a Town Manager form of government and the Town Administrator’s duties, and authority, are assigned by the Selectboard. The Town Administrator is accountable to the Selectboard.

### **Essential Job Functions:**

- Prepares for and attends the meetings of the Selectboard.
- Assists the Selectboard including, but not be limited to, the following:
  - carry out the decisions, policies, regulations, programs and plans of the Board,
  - carry out duties required of the town including signing forms, reports, requisitions and other documents,
  - action required regarding decision of a significant policy issue, the Administrator seeks the guidance of the Board Chair, who may elect to convene a special meeting, and act in accordance with Board policy.
- General supervision over town buildings and land, equipment, tools, and other property, and to coordinate with department heads to keep the same in good repair, and to propose replacements or additions as needed to the boards for their approval.
  - In the case of jointly owned properties and or equipment, to coordinate with the Village Manager (or appropriate individual) and apprise the Selectboard of any issues related to same. Specific action requires concurrence of the Selectboard and Village Trustees.
- General oversight of town administrative functions, except those exercised by other town officers and staff.
- Ensure the essential functions of the town are carried out in a timely manner, including, but not limited to:
  - authorization of orders on the general fund as established by the board’s purchasing policies. For purchases meeting the Procurement Policy definition of “Minor Purchases”, where immediate action is required prior to the next Board meeting, such purchases shall only be made after consultation and approval by the Selectboard Chair.
  - report such actions to the board at the next scheduled meeting.
  - seeks approval of expenditures by the Board, as described in Procurement Policy
- Summarize and organize materials into report form for Selectboard.
- Work with Board Chair to develop agendas, warn and notice meetings, and gather materials to support agenda items.
  - Any item in a report requiring action or discussion by the Board the report shall contain, at a minimum, the specific action requested (if applicable), detailed background information on the action item necessary for informed decision making by the board, and a recommendation for such action. Reports shall also include an up-to-date list of outstanding issues from past meetings.
- Research and prepare information and actionable recommendations, as requested by the Board.
- Serve as a representative of the Selectboard or as designated contact in communications with Local, State, Federal and other agencies in matters pertaining to the Town.
- Additional duties, which may be required and assigned by the Board, include Administrative Officer for code administration and enforcement, Health Officer or Deputy Health Officer and/or Road Commissioner.

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- Act as liaison between the Trustees, Selectboard, Village Manager, boards, committees, officials, and employees, to foster cooperation and communication.
- Develop and maintain a list of projects, appropriate priorities, and action items.
- Maintain a calendar of events/deadlines, to be shared on a regular basis with Board Chair, for visibility of upcoming items.
- Research funding sources and, where appropriate and authorized, prepare grant applications and administer approved grants.
- Assist Selectboard in using their time and facilities effectively and make suggestions for efficiency gains.
- Coordinate and assist with the preparation of the Town's financial programs, including annual budgets and monthly financial reports.
- Monitor spending against annual budget and projections, highlight concerns early, and be prepared to speak to both revenue/expense YTD status and budget trends on demand.
- Investigate cost control improvements, contain and mitigate cost increases, and provide recommendations on revenue generation and cost reduction initiatives.
- Supervise, guide and support Recreation Coordinator employee.
- Coordinate and facilitate employment recruitment, logistics, onboarding and other employee onboarding functions, as requested by the Board.
- Perform such other tasks and assume such other responsibilities as the Selectboard may assign or delegate.
- Ability to communicate effectively with the public, other officials, members of other boards and state and federal officers or representatives in a manner that is clear, diplomatic, confident, firm, and knowledgeable.

### Working Conditions/Physical Demands:

The hours of the position will be established by the Selectboard and requires some evenings, and occasional weekend, hours. This time will include attending regular and work session meetings of the Boards and other requirements, as determined by the Selectboard. A regularly scheduled in-person presence is expected. A hybrid schedule may be accommodated at the discretion of the Selectboard.

### Term of Employment:

Offers of employment are contingent on positive reference and criminal background checks. Terms of employment, compensation, and benefits set by the Selectboard and governed by Personnel Policy, unless superseded by contract provisions, which shall govern. Six-month probationary period a condition of employment.

**Compensation and Benefits:** Compensation and benefit package to be negotiated with the Selectboard (subject to Personnel Policy, except as modified by a contract). Compensation adjustments considered annually and based on satisfactory job performance.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

We have a strong commitment to inclusivity: *The people of Johnson embrace inclusiveness and together we will build bridges to understanding, ensuring that all who live, work and visit our town feel welcome and safe. We reject racism, bigotry, discrimination, violence and hatred in all its forms. The things we embrace are kindness, gentleness, understanding, neighborliness, peace, tolerance and respect for and toward all. Together we can have a cooperative, sustainable and thriving community where everyone is honored and valued.*

*We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.*