

## TOWN ADMINISTRATOR

### JOB SUMMARY

The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by them. The Town Administrator coordinates, directs, and plans the workflow of the administrative functions of the Town and oversees the overall operation of the Town; manages the Office of the Board of Selectmen; and acts as liaison between and establishes effective working relationships with and among all elected officials, boards, commissions, departments, committees, employees, and the public.

### 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 and responses from elected officials, boards, commissions, departments, committees, employees, and the public.

### SUPERVISION EXERCISED

The Town Administrator exercises supervision of Selectmen's Office employees, providing direction as needed; gives administrative direction and assistance as needed to the Road Agent, Town Mechanic, and Cemetery Sexton; and provides direct supervision and oversight of the Transfer Station Attendants. Selects, disciplines, and evaluates the performance of appointed Town employees.

### EXAMPLES OF ESSENTIAL DUTIES

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

1. Carries out the orders and policies of the Board of Selectmen. Coordinates the daily administrative functions of the Office of the Selectmen. Provides assistance and administrative support to the Board of Selectmen and provides advice on significant financial and/or administrative affairs to the Board as requested or as needed.
2. Receives, investigates, and responds to citizen complaints directed to the Board and coordinates with appropriate departments, boards, or committees to resolve issues successfully, or otherwise reports to the Board for direction. Researches and responds to citizen questions concerning Town historical matters.

3. Schedules appointments with the Board of Selectmen. Prepares agenda for Selectmen's meetings; schedules location of meetings; attends meetings and provides input as needed; takes and transcribes minutes of meetings in compliance with State statutes. Attends Budget Committee and other committee meetings as required to provide input.
4. Prepares Town budget with Budget Committee, Selectmen, Department Heads, and staff; gathers quotes, estimates, and bids on proposed purchases for the budget; monitors budget expenditures throughout the year. Prepares bid documents and oversees purchasing activities.
5. Keeps abreast of and researches 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 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.
6. Develops and writes performance evaluations for employees that come under the jurisdiction of the Town Administrator. Responds to employee concerns; maintains and advises Selectmen on personnel matters. Manages employee benefits and insurance policies.
7. Prepares or oversees and processes State and Federal municipal financial forms and reports as required. Annually works with State in setting the Town tax rate.
8. Plans, organizes, and prepares the annual Town Report, including gathering and compiling Report information, reviewing and editing submitted departmental reports, and proofing Report prior to submission to the printer.
9. Prepares Warrant for annual Town Meeting; consults with Town Attorney and Department of Revenue Administration as necessary for correct format and wording of Warrant Articles. Posts notices of annual and special Town Meetings; attends Town Meetings and provides input and information upon request.
10. Attends conferences, seminars, and meetings relating to municipal management. Makes presentations at public meetings and local groups as requested. Studies trade publications and pertinent internet sites to stay informed as to changes in State law that affect the Town and to learn of programs that may benefit the community.
11. **Serves as Chairman of the Town Safety Committee and is responsible for filing the Safety Summary on January 1<sup>st</sup> of even numbered years with the NH Department of Labor, holds quarterly meetings of the Canaan Health and Safety Committee, enforces the Town's Safety Policy and inspects all buildings at least once a year with or without the Safety Committee.**

Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**

Knowledge of governmental principles regarding assessing, taxation, municipal budgeting and accounting, and State law; knowledge of State statutes and the principles and practices of public administration; knowledge of town operations and organization; knowledge of budget preparation and finance; knowledge of financial reporting and bookkeeping practices; knowledge of personnel management; knowledge of town office administrative procedures. Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel; 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 relationship with Town officials, employees, and the public; ability deal with public relations problems courteously and tactfully; ability to re-direct and de-escalate emotional or volatile situations. Skill in personnel administration functions such as hiring, disciplining, and training; skill in the use of personal computers with standard office software, including word processing, spreadsheet, and presentation software.

### **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree in Public Administration or related field with at least five (5) years progressively responsible experience in municipal 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.

### **PHYSICAL EXERTION/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 may be made to enable individuals with disabilities to perform the essential functions.)

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.