



# Job Description Town Administrator

Review Date:

01/30/2020

**JOB TITLE:** Town Administrator

**POSITION CLASSIFICATION:** Full Time, Salaried/Exempt

**JOB SUMMARY:** The Town Administrator is responsible for the day-to-day administration of Town operations in compliance with Federal and State laws, Regulations and Administrative Rules, and Town policies and procedures. The Town Administrator acts under the direct supervision of and reports directly to the Board of Selectmen, and acts as the liaison between the Board of Selectmen and the other Department Heads.

**REPRESENTATIVE JOB DUTIES:** The following job duties are illustrative, but not exhaustive. The Town Administrator may perform such other duties as may be directed by the Board of Selectmen.

**1. Board of Selectmen's Office**

- Performs all administrative and clerical functions in support of the Board of Selectmen, including preparing Board agendas and materials, attending Board meetings and providing input as needed, preparing and disseminating Selectboard minutes, and following up on action items and information requests.
- Assists the Selectboard in complying with applicable Federal and State laws/regulations.
- Assists the Selectboard in implementing Town policies and procedures; advises the Board of any needed changes.
- Keeps the Selectboard informed of activities, events and incidents within the Town and advises the Board of all matters potentially requiring Board attention.
- Serves as the liaison between the Selectboard and Town Department Heads, the public, businesses, State and Federal agencies and others as necessary.

**2. Town Office**

- Performs all necessary administrative and clerical functions for the daily operations of the Town Office.
- Supervises Town contractors as necessary.
- Assists the public with inquiries, complaints and paperwork, including but not limited to tax exemptions and credits; welfare benefits; assessments; timber and excavation intents, and other matters as needed or directed.
- Acts on behalf of the Selectboard as the Welfare Administrator to facilitate the welfare process.



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- Responsible for the Town's computer system and website. Schedules annual system security checkup, and annual updates to software and licensing.
- Forward all documents from all sources that comes through the Selectman's Office to the Town Clerk for proper filing and storage. Maintains all copies of the Selectboard files and records.
- Coordinates publication, accuracy and dissemination of Annual Town Report.
- Maintains real estate records, including but not limited to deeds and mortgages.
- Assists Selectboard with set-up and coordination of appropriate venues for Town, State and Federal elections and Town Meetings.
- Acts as liaison and assists as needed with matters concerning Federal, State and County agencies, including but not limited to the Department of Homeland Security, Department of Revenue, Department of Transportation, E-911 Mapping Department.
- Acts as liaison and assists Planning Board, Zoning Board of Adjustment, Assessor, Treasurer, Conservation Commission, Code Enforcement Officer, Health Officer, Animal Control Officer, Town Attorney and others as needed.
- Acts as liaison and assists Town service providers as needed, including but not limited to assessor firms, mapping firms, Web site and others.
- Ensures timely and accurate compliance with all Federal and State reporting requirements.
- Responds to Right to Know requests in accordance with RSA 91-A.

### **3. Budget, Finance and Taxes**

- Coordinates initial draft of annual budget for recommendation to Board of Selectmen.
- Prepares Annual Warrant for Town Meeting in consultation with Selectboard, Town Attorney and Department of Revenue; responsible for the timely scheduling, advertising, and posting of public hearings and meetings.
- Works with Finance Officer and Treasurer to reconcile the Town's working checking account, TANs and payroll account on a monthly basis; forwards all Selectman's Office cash and checks received for submission to the Treasurer.
- Processes all Town invoices for Selectboard approval; oversees the preparation of checks for signatures and maintains all invoice/payment records.
- Schedules annual audit; assists contracted auditing firm; and oversees preparation of year-end State reporting.
- Assists Board of Selectmen in setting annual tax rate and maintenance of tax maps.
- Supervises Town payroll and checks for Selectboard approval; prepares all Federal and State payroll and tax reports; and maintains payroll records.
- Supervises the preparation & distribution of quarterly financial reports with reference to Town Meeting approved budget.



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#### 4. **General**

- Maintain current knowledge of statutes, regulations and effective practices affecting Town operations.
- Responsible for the scheduling and rental of Town Meeting House to include scheduling, applications, and insurance requirements.
- Coordinate, supervise and manage the HR functions for all departments in Town.
- Required to attend evening meetings of the Board of Selectmen and other Town Boards or Committees'.
- Preparation of materials for Budget Hearings, Deliberative and Town Meeting

#### **Job Qualifications:**

Post-secondary Degree in Public Administration OR

Minimum five years of supervisory/administrative experience in a municipal government OR

Equivalent combination of education and experience which demonstrates an ability to be successful in the position.

This position requires attention to detail, with excellent oral, written, and interpersonal skills; a disciplined ability to be to work independently, effectively prioritizing multiple duties; Punctuality and the ability to maintain confidentiality is critical to this position. The position requires the use of an extensive array of software packages in addition to the traditional office environment packages of Word, Excel and Powerpoint, demonstrable experience in Municipal Finance (BMSI), Assessing (Vision) and Tax Setting (NH DRA) software is required.

Knowledge of and the ability to interpret NH Statutes/Regulations/Administrative Rules and Town Policies & Procedure/Ordinances required. Familiarity with state laws pertaining to municipalities, and the development and administration of local ordinances.