

Warner Town Administrator (TA) Job Description

The TA works under the general supervision of the BOS as a collective group. The BOS provides policy direction and general supervision to the TA. The TA provides leadership to an outstanding team of professionals, each overseeing their departments with independence, and oversees a 4.3 MM operating budget.

Examples of Duties and Responsibilities

- Preparation of each fiscal year annual budget with presentation to the Budget Committee & Selectboard.
- Execution of town policies in areas of personnel, human resources, finance, purchasing, bidding, contracting, safety, investments and any other policy created by direction of the BOS.
- Ensures legal compliance with all state, county, local regulations and mandates as well as audit management recommendations.
- Researches and applies for grants as approved by the BOS.
- Assists Committees and department heads with searching and applying for grants.
- Provides hiring recommendations for all department heads, hires all other operational staff using the budget to guide salary and FTEs with the Selectboard providing the final approval of a hire. The TA functions as the human resource leader for the town employees.
- Salary structures are created by the TA with range movement and step changes approved by the BOS.
- Position descriptions are updated by the TA and approved by the BOS.
- Technology functions such as website creation and maintenance, computer systems, SaaS, networking and protection of information fall under the oversight of the TA.
- Acts as the primary media relations authority for the Town, in coordination with the selectboard, based on incident.
- Functions as the liaison with legal counsel and NHMA.
- Oversees performance review process.
- Monitors budget vs. expenditures and alerts the BOS to significant variances.
- Responsible for the creation of the TA report for BOS meetings.
- Review Town's welfare plans and state and federal welfare requirements.
- Responds to daily requests from the public, either forwarding to the correct department, responding on behalf of the BOS, or bringing to the BOS's attention.
- Knowledge, Skills, and Abilities
- Ability to shift priorities throughout the workday to accommodate the public, the selectboard, and employees.
- A stable and calm professional demeanor is required.
- Ability to listen to alternative views, and participate in problem solving conversations with the selectboard.
- Ability to recognize town-wide priorities and work cooperatively to support their accomplishment.
- Ability to conceptualize and operationalize goals, and objectives for the Town.
- Ability to analyze complex data. Ability to develop a budget with all the necessary calculations.

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- Leadership, strategic planning, management, organizational and supervisory skills.
- Ability to effectively communicate with various audiences including elected officials and the general public.
- Knowledge of statutes, bylaws, regulations, lab laws, codes, policies and procedures relevant to town administration.

TOOLS AND EQUIPMENT USED

Computers, software, calculator, copier, fax machine, phone and other general office equipment. Specifically, MS Suite software, accounting software (MTS experience is a plus), experience leading a meeting by zoom.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Office setting is ADA compliant.

Work is primarily performed in office setting. Attendance at night meetings is required as needed for Selectboard meeting, Budget Committee, and upon request. Some travel to offsite locations is required.

MINIMUM QUALIFICATIONS

Bachelor's Degree, five to ten years of progressively responsible experience in professional environment. Demonstrated success in a municipal setting, or an equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities. Understanding of working for a board that may change with each election.

This is a full-time, salaried, position. Salary determined based on experience.