

**RYE, NH  
2012**

## **TOWN ADMINISTRATOR**

### **JOB SUMMARY**

Acts as the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen, Town Meeting vote, or by law. Manages and coordinates the office of the Board of Selectmen, supervises daily Town Office operations, administers the personnel, financial, and purchasing policies of the Town. Carries out the directives of the Board of Selectmen. Serves as the Board of Selectmen's liaison with department heads, Town employees and all Town boards, commissions, departments, and committees.

### **SUPERVISION RECEIVED**

Exercises a considerable degree of independent judgment, receiving general supervision and policy directives from the Board of Selectmen. Work is evaluated through conferences, reports, and administrative procedures and is based upon the achievement of specified goals and established objectives.

### **SUPERVISION EXERCISED**

Supervises office staff and department heads as directed by Board of Selectmen. Writes performance evaluations, recommends to Board, hiring and firing of personnel, recommends disciplinary action when needed, and writes letters of commendation.

### **EXAMPLES OF ESSENTIAL DUTIES**

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

1. Researches and recommends policy alternatives to the Board of Selectmen. Implements policies by providing administrative direction to department heads and staff.
2. Administers and implements personnel functions of the Town. In consultation with the Board of Selectmen and department heads, coordinates employee evaluations, promotions, and discipline. Recommends appointments and dismissals to the Board of Selectmen. Recommends staffing levels and personnel policy revisions to the Board of Selectmen.
3. Formulates and coordinates the preparation of the annual operating and capital improvement budgets for review and presentation to the Board of Selectmen, Budget Committee, and Town Meetings. Reviews monthly revenue and expenditure reports to insure compliance and appropriations.

4. In consultation with the Board of Selectmen, establishes and coordinates purchasing policies and directives. Reviews purchase orders and invoices as needed. Drafts specifications and evaluates proposals from vendors and independent contractors.
5. Serves as principal liaison between the Selectmen and the public, media, public officials, and the public; explains policies and procedures and answers public inquiries and complaints as necessary. Prepares releases.
6. Attends all Selectmen's meetings and other board and commission meetings as required. Formulates and supervises the preparation of the weekly agenda and gathers pertinent supporting data. Coordinates and schedules public hearing in accordance with State law and local rules and regulations.
7. Coordinates and administers Town legal matters with Town Counsel. Handles legislative and policy matters as directed by the Board of Selectmen.
8. Coordinates and supervises the daily administrative functions of the Office of the Selectmen. Works closely with the Finance Director, insuring the quality of the Town's accounting and reporting procedures.
9. Oversees the preparation of the Annual Town Report, Town Ordinances, warrants, and amendments. Coordinates the preparation of all required Town, State, and Federal forms and reports.
10. Presents annual goals and objectives for review and approval by the Board of Selectmen. Provides strategic planning and recommendations on policy implementation for review by the Selectmen.
11. Works closely with the Building Inspector and Zoning Administrator to insure consistency in the enforcement of land use regulations. Provides advice to the Planning Board and Selectmen in policy initiatives.
12. Keeps Board of Selectmen informed of all of the above-listed duties.

Performs other related duties as required.

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

Thorough knowledge of public administration, including personnel management, financial management, and general management principals, policies, and practices; thorough knowledge and understanding of Town policies and procedures, Town ordinances, and Federal and State statutes. Considerable knowledge of modern office management, personnel administration, governmental accounting, statistics.. Ability to plan, organize, assign, supervise, inspect, and coordinate the work of professional, technical, and support personnel; ability to delegate responsibility; ability to prepare comprehensive studies, analyze problems, prepare and present technical and statistical reports, and formulate recommendations; ability to develop, implement,

and evaluate administrative policies and procedures; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues in carrying out administrative responsibilities; ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with employees; Town officials; the business community; State, regional, and Federal officials; and the general public.

### **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree in Public Administration, Business Administration, or related field; Master's degree preferred; two years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.

### **SENSORY REQUIREMENTS**

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.

Approved at: Selectmen's Meeting 03-26-2012