

Position Title:	Town Administrator	Date Revised:	7/26/2021
Department/Subdivision:	Administration	Classification:	Full-Time/Exempt
Salary Scale/Grade:	Executive/8	Reports to:	Select Board

General Description:

Under general supervision of the Board of Selectmen, serves as the Chief Administrative Officer of the Town with responsibilities for managing and coordinating activities of all Department Heads and all Town departments. The administrator performs the duties of the position independently and on his/her own initiative, determining situations warranting the Board of Selectmen's attention and presenting recommendations for corrective actions. The Town Administrator performs the duties of the position independently and on his/her own initiative.

Essential Duties & Responsibilities:

- Responsible for the personnel functions of the Town pursuant to the guidelines established by the personnel policies of the Town.
- Promotes and implements human resource concepts by planning and managing human resources programs; develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization strategic thinking and direction pursuant to the guidelines established by the personnel policies of the Town.
- Oversees all purchasing, including the drafting of specifications and recommending the awarding of bids. Monitors all department budgets and the overall budget to avoid over expenditures. Manages financial affairs of the Town, including money management. Assures that audit recommendations are implemented.
- Attends numerous meetings, including those of the Select Board; prepares the agenda and gathers pertinent supporting data for same. Represents the Town at events and at outside activities.
- Communicates the Town's priorities to residents, business leaders, state and federal representatives; responds to inquiries and promotes education and understanding of Town government, projects and programs.
- Prepares the Town budget for presentation at the annual Town Meeting; ensures that the warrant articles meet all legal guidelines, including public notice requirements.
- Coordinates daily administration of the Town, including the policies to be observed in the conduct of its activities. Establishes policies and procedures for enacting Town programs and services.

- Coordinates legal issues with the Town Counsel, including notifying insurance carriers. Advises the Select Board of legal ramifications.
- Plans, organizes, assigns, supervises, and coordinates the work of professional and technical consultants.
- Confers frequently with department heads in initiating work, assessing work progress, and resolving work problems of an administrative and professional nature.

Other Duties and Responsibilities:

- Promotes and maintains responsive community relations.
- Maintains current knowledge of profession through peer association, review of literature, and attendance at meetings, seminars, specialized schools, and continuing education related to duties and responsibilities.
- Performs other related duties as required.

Competencies:

- 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 issues and to develop relevant and realistic plans, programs, and recommendations.
- Leadership, strategic planning, management, organizational, team building, and supervisory skills.
- Financial management and technical writing skills.
- Ability to market programs and ideas; to communicate effectively both verbally and in writing; to establish positive relations for the Town; and to interact effectively with a wide variety of people, including appointed and elected officials and the general public.
- Ability to delegate work according to the needs of the community and the ability of the employee being delegated to.
- Expert knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to the department and/or general town administration.
- Ability to present in a public forum.
- Ability to understand municipal issues as they relate to legal consequences.
- Knowledge of current literature, sources of information, trends, and developments in municipal administration.
- Ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate, and review the work of operating divisions.
- Ability to establish and maintain effective working relationships with town officials, employees, officials of other governmental jurisdictions, professional employees, consultants, contractors, and the public.
- Ability to express ideas effectively, orally and in writing.

Required Education & Experience:

A Bachelor's degree in Public Administration or at least five years of progressively responsible management experience in the municipal sector is a requirement for this position.

Supervisory Responsibilities:

Accountable directly or indirectly through subordinates for all Town staff. Carries out supervisory responsibilities in accordance with the Town of Antrim's policies and applicable laws. Responsibilities include interviewing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

- May use computer keyboards requiring eye-hand coordination and finger dexterity.
- Will involve attendance at evening meetings.
- Conduct occasional on-site inspections of work in progress and subject to extremes in temperature and noise from equipment and traffic hazards.

Physical Demands:

- May spend extended time at computer terminal, on the phone, or operating office machines.
- Moderate bending, lifting, sitting, and kneeling.

Travel:

- Frequent travel to meetings and jobsites in town.
- Frequent instate travel to meetings.

Work Authorization / Security Clearance:

- Must pass a Local, State, and Federal criminal background check.

EEO Statement:

The Town of Antrim provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to age, race, creed, marital status, familial status, physical or mental disability, or national origin. In addition to federal law requirements, Town of Antrim complies with applicable state and local laws governing nondiscrimination in employment in every location in which it has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall transfer, leave of absence, compensation, and training.

Duties & Responsibilities are Subject to Change:

Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.