NEW BOSTON NH TOWN ADMINISTRATOR

JOB TITLE: Town Administrator

DEPARTMENT: Administration- Select Board Office

EMPLOYMENT STATUS: Full-Time

EXEMPT STATUS: Administrative Exemption

JOB SUMMARY:

This position is responsible for overseeing the daily operations of the town, administering personnel, financial, purchasing, and operational policies under the jurisdiction of the Select Board and serving as a general resource to the citizens of the town.

SUPERVISION RECEIVED:

The Town Administrator position receives general supervision and policy direction from the Select Board and exercises a considerable degree of independent judgement and is evaluated by the Board based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED:

The Town Administrator position provides direct supervision to employees in the town office and other town employees as assigned by the Select Board.

ESSENTIAL DUTIES:

1. Implements the directives and policies of the Select Board

2. Supervises and administers the daily operations of the town office.

3. Organizes, maintains and administers the personnel policies and procedures of the town.

4. Supervises town office employees and provides administrative direction and general supervision to department heads under the control of the Select Board

5. Develops office staff evaluations and reviews all performance evaluations to determine they are in accordance with town policy and all laws, rules, regulations and procedures.

6. Coordinates the preparation and review of the annual budget for recommendation to the Select Board and Budget Committee, including preparation of revenue estimates and final state documents for submission.

7. Receives, investigates and responds to citizen complaints and coordinates with appropriate departments, boards, or committees to resolve the issue successfully, or otherwise reports to the Select Board for direction.

8. Works harmoniously with elected and appointed town officials, the public, public agencies and their staffs, the media and private organizations.

9. Represents the town on federal, state and local boards and commissions.

10. Assists the town attorney in the administration of legal matters.

11. Coordinates the financial needs of the town with the Select Board, the finance officer and the town treasurer.

12. Coordinates and evaluates the purchasing process of the town.

13. Supervises purchasing activities, prepares bid documents and negotiates and administers contracts as requested and directed by the Select Board
14. Prepares routine and cyclical reports for submission to town, state and federal organizations.

15. Coordinates and oversees publication of the town report.

16. Attends all meetings of the Select Board, providing background information and recommendations on all pertinent matters.

17. Establishes the agenda for and assumes responsibility for accurate records of all Select Board meetings.

18. Researches policies and procedures and makes recommendations to the Select

Board.

19. Trains office staff.

20. Ensures the adequacy of all types of insurance coverage including fire, casualty and liability insurance of all town property and town officials including health and workers compensation for the town employees.

21. Coordinates the preparation of the warrant articles for all special and annual town meetings.

22. Assembles and prepares information on agreements, easements and other legal matters as determined necessary and/or directed by the Select Board.

23. Advises the Select Board on matters affecting town employees and

volunteers. 24. Maintains employee personnel files and records.

25. Manages employees' benefits and insurance policies.

26. Prepares performance evaluations, coordinates hiring and promotions of employees and issues disciplinary action up to and including termination on behalf of the Select Board; coordinates all legal matters pertaining to employment related matters.
27. Maintains knowledge of federal or state programs that make funds available to municipalities and makes recommendations to the Select Board as to the application for such funds.

28. Prepares or oversees the preparation of grant applications when directed by the Select Board and coordinates grant proposals to ensure that each proposal is consistent with town policies, state and federal laws.

29. Acts as liaison between the Select Board and other boards, committees, commissions and town officials.

30. Acts as compensation agent, affirmative action officer and handicap access coordinator for the town.

31. Acts as computer network manager for the town in consultation with subject matter experts.

32. Calculates and prepares the annual tax warrant including reconciliation of the tax database in coordination with the Finance Director and Assessing Office.

33. Produces a variety of correspondence dealing with taxation, general matters, legislative responses and responses to state agencies.

34. Attends workshops and seminars to enhance municipal knowledge of new and changing issues.

35. Analyses and prepares historical financial data for the Capital Improvement Program in consultation with Department Managers.

36. Responsible for scheduling a meeting with the auditor and the Select Board after the final audit has been completed.

37. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:

1. Knowledge of the principles and practices of public administration, financial and human resource management.

2. Knowledge of the functions, organization and operation of all town departments. 3.

Knowledge of town policies and procedures, ordinances and state and federal status.

4. Knowledge of governmental accounting principles, budget preparation and audit procedures.

5. Knowledge of the principles and practices of effective public relations.

6. Skill in planning, organization, analyzing, decision making and problem solving.

7. Skill in public and interpersonal relations.

8. Skill in the development of short-term and long-term plans.

9. Skill in performing analytical operations.

10. Skill in establishing priorities and organizing work.

11. Skill in managing multiple and concurrent projects.

12. Skill in management, leadership and supervision.

13. Skill in facilitating meetings and forums.

14. Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.

15. Ability to communicate effectively, both verbally and in writing.

16. Ability to plan, supervise and inspect the work of professional, technical and support personnel.

17. Ability to delegate responsibility.

18. Ability to prepare and present technical and statistical reports.

19. Ability to negotiate and resolve disputes effectively.

20. Ability to exercise creativity and initiative in resolving town problems and issues.

21. Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.

PHYSICAL REQUIREMENTS:

There are no special physical requirements. There may be some lifting and carrying of items up to 25 lbs. and some reaching, bending, hand manipulation and frequent talking, hearing and seeing.

WORKING ENVIRONMENT:

There are everyday risks or discomforts that require normal safety precautions typical of office environments.

MINIMUM QUALIFICATIONS:

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in public management, accounting/finance or related occupational field.

2. Experience sufficient to understand the diverse objective and functions of the position, usually interpreted to require three to five years' experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.

SPECIAL REQUIREMENTS

This position is designated as "Essential Personnel," which requires that employees report to their job site or be on stand-by, during emergency situations, such as snow, inclement weather, or other emergency situations, including weather and building emergencies.

This position description is only meant to be a representative summary of the major duties and responsibilities performed by incumbents of this position. The incumbents may be requested to perform tasks other than those stated in this description. The Town reserves the right to revise or change this job description as the need arises. This job description does not constitute any written or implied contract of employment.

I have reviewed the content of the above job description with the Select Board.