

Town Administrator Job Description

Supervision Received

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 is formally evaluated annually by the BOS for performance and achievement of assigned goals and objectives.

Examples of Duties and Responsibilities

- Preparation of each fiscal year annual budget with presentation to the Budget Committee, BOS and Town, with final presentation at the Annual Town meeting.
- 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 GAAP and audit management recommendations.
- Tracks, maintains, and preserves town assets.
- Provides hiring recommendations for all department heads, hires all other operational staff using the budget to guide salary and FTEs. The TA functions as the human resource leader for the town employees.
- All salary structures are created by the TA with range movement and step changes approved by the BOS. All 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. May appropriately delegate authority of this role based on incident.
- Functions as the liaison with legal counsel and NHMA.
- Drafts proposed SMART goals with all department heads.
- Monitors budget vs. expenditures and alert 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.

Knowledge, Skills, and Abilities

- 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 relevant plans, programs and recommendations.
- 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, codes, policies and procedures relevant to town administration.

Qualifications

- Advanced Computer Skills and high level of proficiency with Microsoft Suite of products.
- Preferred experience with Cyber Security, Electronic Storage and Server Management, Proprietary Software, and Google docs.
- Bachelor's degree and ~4 years' experience in management / administration, or Master's degree and ~2 years' experience.
- Municipal experience strongly preferred