



HINESBURG

JOB DESCRIPTION

TOWN ADMINISTRATOR

FLSA Designation: EXEMPT

Nature and Scope of Position

The Town Administrator is the Chief Administrative Officer for Hinesburg and is directly responsible for the daily management of Town business. This position performs the managerial, administrative, and supervisory work associated with the directing and coordinating of the activities of the Town. This individual is the administrative head of all departments, except those headed by an elected officer.

The Administrator works with the department heads to prepare an annual budget proposal and work plan, then works closely with the Selectboard to develop and refine the budget and plan(s).

In all matters, the Town Administrator is the principal representative of the Selectboard and is charged with assuring accountability and performance among Town employees while administering Town policies. The Administrator is directly accountable to the Selectboard.

Duties and Responsibilities

- Exercises managerial and administrative authority over the operations of the Town in conformance with the policies and objectives set forth by the Selectboard and his/hers primary responsibilities are to the day-to-day operations of the Town of Hinesburg
- Acts as the Town's Human Resources Director. Is responsible for effectively implementing the Town's personnel policy, administering employee benefits, is responsible for all personnel decisions including hiring, promotions, disciplinary actions, and staff evaluations, with exception to the hiring of department heads which will be a collaborative effort between the Selectboard and Administrator. The Town Administrator is the lead negotiator between the Town and the collective bargaining unit.
- Acts as Director of Finance. Ensures accurate accounting of expenditures for all departments; develops and implements a capital improvement plan, and develops and presents an annual budget to the Selectboard.
- Acts as liaison between the Selectboard and Town staff.
- Represents the interests of the Town before local, state, and federal officials, community leaders, Town employees, and the general public.
- Assists the Selectboard with policy making by identifying problems and opportunities, analyzing options, and offering recommendations to the Board.
- Prepares warnings for Selectboard, annual Town Meeting, and special meetings.
- Directs community and economic development efforts of the Town.
- Works with department heads to obtain grants and to complete documentation for multi-department grants.
- Plans and coordinates Selectboard's annual workload in collaboration with the Selectboard Chair.
- Grants final approval for all curb-cut, waterwater allocation requests, and Town Hall use permits.
- May unilaterally authorize expenditures and sign contracts on behalf of the Town up to \$2,000.
- Performs other duties as assigned

Requirements of Work

- Ability to direct the work of professional and non-professional staff.
- Ability to represent the interests of the Town effectively and appropriately.
- Ability to communicate with people from a broad range of backgrounds.
- Ability to work with employees and the general public under stressful conditions.
- Ability to use outstanding judgment.
- Ability to inspire confidence in others.
- Ability to accept constructive criticism.
- Ability to communicate and work well with others.
- Must maintain a high standard of personal ethics.
- Must be able to work in excess of 40hrs per week and attend regular night and evening meetings.

Preferred Education, Training, and Experience

- Bachelors/Masters in appropriate discipline or related training
- 3-5 years experience in public or business administration or related experience.
- Considerable knowledge of municipal operations
- Knowledge of public finance, personnel policies, and practice
- Management experience in a complex organization
- Appropriate level of skill with essential technologies

Physical Demands/Work Environment

This is mostly an office based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift up to 25lbs. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.