

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 managerial administrative and supervisory work in directing and coordinating the activities of the town. This individual is the administrative head of all departments, except those that are headed by an elected officer.

~~He/she works closely with the Selectboard to develop an annual budget and work plan. He/she is the administrative head of all departments, except those that are headed by an elected officer.~~
The Administrator works with 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.

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

Duties and Responsibilities

- Exercise managerial administrative authority over the operations of the town in conformance with policies and objectives set forth by the Selectboard.
- Acts as the Town's Human Resource Director. Is responsible for effectively implementing the town's personnel policy, administering employee benefits, responsible for all personnel decisions including hiring, promotions, wage adjustments, disciplinary actions, and staff evaluations. Is lead negotiator between the Town and collective bargaining unit.
- Acts as Town's Director of Finance. Ensures accurate accounting of expenditures for all town departments, develops and implements capital improvement plan, and dDevelop and present an annual budget to the Selectboard.
- ~~Manage~~ Supervise all appointed department heads and administrative staff; ~~Eensure~~ coordination and communication among all departments.
- Acts as the direct liaison between the between the Selectboard and Town staff
- ~~Offer recommendations to the Selectboard regarding hiring, promotions, demontions, and termination of staff.~~
- Facilitate regular leadership team meetings; as necessary, facilitate regular staff meetings.
- ~~Ensure accurate accounting of expenditures for all town departments.~~
- ~~Implement the town personnel policy.~~
- Represent the interests of the town before local, Sstate, and Ffederal officials, community leaders, town employees, and the general public.
- Assist Selectboard with policy making by identifying problems / opportunities, analyzing options, and offering recommendations to the Board.
- Prepare warnings for Selectboard, annual Town Meeting, and special meetings.
- ~~Ensure implementation of capital planning program.~~

- ~~Perform public relations duties with interested / concerned parties.~~
- ~~Provide Selectboard with regular financial reports.~~
- ~~Offer recommendations to the Selectboard on annual performance evaluations and implement any performance management system adopted by the Selectboard.~~
- Directs community and economic development efforts of the town.
- ~~Work with department heads to obtain grants; complete documentation for multi-department grants.~~
- ~~Represent the Town as lead negotiator during collective bargaining negotiations~~
- ~~Oversee human resource administration including all personnel problems, benefits administration, worker's compensation, etc.~~
- ~~Set agendas for Selectboard meetings and prepares informational packets including recommended actions when appropriate~~
- Plans and coordinates Selectboard's annual workload.
- Grants final approval of all curb-cuts, wastewater allocation requests, town hall use permits.
- Has authority to unilaterally authorize expenditures and sign contracts on behalf of the Town for expenditures up to \$5,000.
- Perform other duties as assigned.

Requirements of Work

- Ability to direct the work of professional and non-professional subordinates.
- Ability to represent the interests of the town effectively and appropriately.
- Ability to communicate with people from a broad range ~~lots of~~ different backgrounds ~~types of people.~~
- Ability to work with employees and the general public under stressful conditions.
- Outstanding judgment.
- Ability to inspire confidence of others.
- Must be able to accept constructive criticism and have the ability to communicate and work well with others.
- Maintain a high standard of personal ethics

Formatted: Font: Bold, Underline

Education, Training and Experience

- Bachelor's degree in appropriate discipline required, master's degree preferred.
- 5 years experience in public administration.
- Considerable knowledge of municipal operations.
- Knowledge of public finance, personnel policies and practices.
- ~~Management experience in an office environment.~~
- Appropriate level of skill with essential technologies

Physical Demands / Work Environment

This is 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 and or move up to 25 pounds. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.