Hinesburg Job Description: Town Administrator

FLSA Designation: Exempt

Nature and Scope of Position

The Town Administrator is the Chief Administrative Officer for Hinesburg. This position is directly responsible for the daily management of Town business, managerial, administrative, and supervisory work directing and coordinating the activities of the Town.

In all matters, the Town Administrator is the principal representative of the Town and is charged with ensuring accountability and performance among town employees and administering town polices. The Town Administrator is directly accountable to the Select Board.

Duties and Responsibilities

- Exercise managerial authority over the operations of the town in conformance with policies and objectives set forth by the Select Board.
- Develop and present and annual budget to the Select Board.
- Supervise and Manage all appointed department heads and administrative staff, ensure coordination and communication among all departments.
- The Town Administrator is the direct liaison between the Select Board and town staff.
- Offer recommendations to the Select Board regarding promotions, demotions, hiring and termination of staff. We can give the TA authority to hire and fire town employees. Question about Police Chief, Fire Chief, ~~Town~~ Zoning Administrator, Town Planner.
- Facilitate regular leadership team meetings: as necessary, facilitate staff regular meetings.
- Ensure accurate accounting of expenditures for all town departments.
- Implement town personnel policy.
- Represent the interests of the town before local, state, and federal officials, community leaders, town employees and the general public.
- Assist the Select Board with policy making by identifying problem/ opportunities, analyzing options, and offering recommendations to the board.
- Prepare warnings for annual and special meetings.
- Continue to oversee implementation of capital planning program.
- Perform public relations duties with interested/ concerned parties.
- Provide Select Board with regular financial reports.
- Lead negotiator for all contracts (including union) on behalf of Selectboard. For approval
- Makes salary recommendations to Selectboard

- Emergency Expenditures up to [redacted]

members, operate office equipment, and move throughout the municipal offices. The employee must occasionally lift and move up to 25 pounds. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.

Other

The Town Administrator will have the ability to authorize:

- Temporary Liquor License:
- Temporary Close Road Permits:
- Spending up to $5000.00
- Driveway permits
- Town Hall use permits
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