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 performs administrative and supervisory work in directing and coordinating the activities of the town.

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.

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

Duties and Responsibilities

- Exercise administrative authority over the operations of the town in conformance with policies and objectives set forth by the Selectboard.
- Develop and present an annual budget to the Selectboard.
- Supervise all appointed department heads and administrative staff; ensure coordination and communication among all departments.
- Offer recommendations to the Selectboard regarding hiring 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, state, and federal 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 annual and special meetings.
- Ensure implementation of capital planning program.
- Perform public relations duties with interested / concerned parties.
- Provide Selectboard with regular financial reports.
- Offer recommendation to the Selectboard on annual performance evaluations and implement any performance management system adopted by the Selectboard.
- Direct community and economic development efforts of the town.
- Work with department heads to obtain grants; complete documentation for multi-department grants.
- Oversee human resource administration including all personnel problems, benefits administration, worker's compensation, etc.
- 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 lots of different 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.

Education, Training and Experience

- Bachelor's degree in appropriate discipline.
- 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.

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.