

Position Description - Town of Dover

Town Administrator

TITLE: Town Administrator

NATURE OF THE JOB: The Town Administrator Is the principal liaison and support for the Selectboard and as such, works closely with the Selectboard to help with the general administration of the town by providing administrative support, policy and decision making advice, and presenting their decisions to external audiences as necessary. The Town Administrator works closely with other elected and appointed officials, and town employees, to ensure effective town operations and communications among departments, residents, and other interested parties.

The Town Administrator is a full-time, salaried position requiring a flexible schedule that may include night meetings and does require attendance at meetings of the Selectboard. This is an "exempt" position under the Federal Fair Labor Standards Act.

REPORTS TO: Selectboard

COMPENSATION: \$50,000 - \$55,000

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Town Administrator shall:

- In consultation with the Selectboard, coordinate its day-to-day responsibilities including specific Selectboard meeting tasks: post notices in accordance with the Open Meeting Law, prepare and distribute meeting agendas and materials, attend all meetings and hearings, take minutes and manage records as necessary.
- Assists and provides input to Selectboard's policy and decision making by identifying problems and opportunities, analyzing options and offering recommendations to the Selectboard. As directed by the Selectboard, represent interests of the town before local, regional, state, and federal officials, community leaders, town employees and the general public.
- Be fully informed and knowledgeable of town policies, ordinances and plans and their implementation. Recommend updates and revisions to the Selectboard as appropriate;
- As directed by the Selectboard, maintain town personnel records, and act as primary contact regarding town personnel policies and sexual harassment complaints;
- Research and present findings on grant opportunities to the Selectboard; write grant applications as directed, and administer awarded grants;
- Monitor the budget during each fiscal year and provide periodic budget status reports to the Selectboard;
- Assist and review all department heads' annual budget proposals and submit them to the Selectboard;
- Provide administrative support to all town departments as directed by the Selectboard;
- Assist town employees in town matters and encourage professional development;
- Provide the Selectboard with information for the town's Annual Report;
- Provide public information to the media upon request;
- Administer all town insurance policies including, but not limited to, review of current coverage,

implementing necessary changes, and recommending changes and implementation when required by changes in state or federal law;

- Communicate with regional, state, and federal officials on behalf of the Selectboard, and inform the Selectboard of relevant changes in policies and law that will affect the town;
- Pursue questions of legal nature with the Vermont League of Cities and Towns, or the town's attorney(s) as necessary;
- Be informed of any legal proceedings, questions, or cases that currently affect or involve the town;
- Perform the vital public relations function for the town in dealing with complaints, criticisms, and suggestions of citizens, taxpayers, and businesses;
- Oversee the random drug testing program for town employees with commercial drivers licenses;
- Supervise and coordinate maintenance of town owned facilities;
- Develop and maintain sound and efficient office management procedures including compiling and updating a procedures manual;
- Investigate and recommend to the Selectboard methods for improving cost control and containment, and increasing efficiency of town services. Institute such methods as approved by the Selectboard;
- Prepare and carry out bid requests, request for proposals, spot quotes, legal notices, announcements, and want ads, and assist departments in same;
- As directed by the Selectboard, negotiate and manage contracts;
- On an ongoing basis, assess the needs of the town and implement short and long term planning based upon those needs in conjunction with the Selectboard and department heads as appropriate;
- Perform other duties as required by the Selectboard from time to time.

QUALIFICATIONS

- A degree in public administration, political science, or business management and/or a minimum of three years experience in an administrative or managerial capacity in either municipal government or business, or a combination of equivalent experience as the Selectboard deems sufficient;
- Working knowledge of MS Office Suite including Word, Excel, Publisher, PowerPoint as well as basic computer skills;

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of intergovernmental relations, finance, accounting, and budgeting in relation to the field of municipal management;
- Knowledge of state and federal statutes affecting municipal governments including, but not limited to, financial, public works, and personnel practices;
- Ability to work effectively with local, regional, and state agencies, non-profit organizations and town citizens;
- Commitment to the Town's purposes and objectives as determined by its voters, Selectboard, and commissions
- Ability to communicate effectively, both orally and in writing, with a proficiency in public speaking;
- Ability to work with multiple interests on behalf of taxpayers, voters, and other stakeholders;

- Ability to conduct and interpret legal research, and to present findings;
- Ability to motivate the Selectboard, other town officials, commissions, community groups, legislators, etc.
- Ability to manage and resolve conflict;
- Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques, and offer objective recommendations;
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- Ability to direct and supervise staff;
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously;
- Ability to keep accurate, organized records;
- Ability to work independently without direct supervision;
- Ability to manage confidential information in a professional manner;
- Ability to listen to and accept criticism;
- Attend appropriate training to maintain and improve skills;
- Have a positive attitude and work well as part of a team;
- Ability to positively interact with the general public, other town officials and employees, volunteers and the media.

LICENSES AND CERTIFICATIONS

Possession of a valid state driver's license.

OTHER

The Selectboard may, in their discretion and by majority vote, require that the Town Administrator not serve as an elected official for any governmental position that concerns the Town of Dover.

Signed:

For the Selectboard (date)

Town Administrator (date)

Town Administrator
Dover, Vermont

The Town of Dover seeks a highly responsible and collaborative town administrator. Dover (pop. 1,113) is a vibrant community located in southern Vermont's Deerfield Valley. Area attractions include the Mount Snow Ski Resort as well as many other year-round recreational and leisure activities. The town has a strong sense of community heritage and civic engagement.

The administrator is the principal liaison and support person for the five-member selectboard and assists the board's general administration of the Town. Day-to-day responsibilities include supporting all departments as needed, monitoring budgets, attending and participating in all selectboard meetings, public relations, and coordination with the Town's elected and appointed officials. The salary range for this full-time position is \$50,000 to \$55,000 with excellent benefits. A detailed job description is available at www.doververmont.com/employment-volunteer-opportunities.

The successful candidate will have a minimum of three years of administrative experience in a municipal or comparably multifaceted organization, excellent oral and written communication skills, planning and organizing expertise, and will work well independently. Bachelor's degree preferred.

To apply, please send a cover letter, resume, and three references to:

Dover Town Administrator Search
c/o VLCT
89 Main Street
Montpelier, VT 05602.

You may also email your application to municipal.recruitment@vlct.org with Dover in the subject line. The deadline to apply is Friday, October 25, 2013.

The Town of Dover is an equal opportunity employer.

Town Administrator
Proctor, Vermont

The Town of Proctor, Vermont (pop. 1,741), located in north-central Rutland County with a rich history in the marble industry, seeks a highly responsible and collaborative town administrator. The town administrator is the principal liaison and support person for the five-member selectboard and assists the board's general administration of the Town. His or her day-to-day responsibilities include supporting all departments as needed, monitoring budgets, attending and participating in all selectboard meetings, public relations, and coordination with the Town's elected and appointed officials. The salary range for this full-time position is \$45,000 to \$55,000 with excellent benefits. A detailed job description is available at <http://proctorvermont.com>.

The successful candidate will have five to ten years of administrative experience in a municipal or comparably multifaceted organization, excellent oral and written communication skills, planning and organizing expertise, and will work well independently. Knowledge of highway and water/wastewater management, grant administration and human resources management a plus. Bachelor's degree preferred.

To apply, please send a cover letter, resume, and three references to:

Proctor Town Administrator Search
c/o VLCT
89 Main Street
Montpelier, VT 05602

You may also email your application to eharrington@vlct.org with Proctor Town Administrator in the subject line. Application review will begin on December 19, 2011.

The Town of Proctor is an equal opportunity employer.

Town of Proctor Administrator Job Description

The Town Administrator is hired, as needed, by the Selectboard and is charged with managing the affairs of the Town of Proctor under the direction of the Selectboard. This is a full-time, salaried position requiring a flexible schedule that may include night meetings. This is an “exempt” position under the Federal Fair Labor Standards Act.

Qualifications and Training

The Town Administrator shall have:

- Knowledge of intergovernmental relations, finance, accounting, budgeting, in relation to the field of municipal management;
- Knowledge of State and Federal statutes affecting municipal governments, including, but not limited to, financial, public works, and personnel practices;
- Commitment to the Town’s purposes and objectives, as determined by the voters and its boards and commissions;
- Ability to communicate effectively orally and in writing with the Selectboard, Town officers and employees, the media, and the public;
- Ability to work with multiple interests on behalf of taxpayers and stakeholders;
- Ability to conduct legal research, interpret, and present findings
- Ability to motivate the Selectboard, other Town boards and commissions, community groups, legislators, etc.;
- Ability to resolve conflict;
- Ability to be creative and analytical;
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- Ability to direct and supervise staff;
- Possession of public relations skills and publication knowledge;
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously;
- Ability to keep accurate records;
- Ability to manage confidential information in a professional manner;
- Ability to negotiate contracts;
- Ability to plan both long and short term and assess needs of the municipality;

- Ability to listen to and accept criticism;
- Attend appropriate training sessions to update skills;
- Positive attitude and be able to work well as part of a team;
- Knowledge of computers and computerized accounting, communications, and other applications; and
- A degree in public administration, political science, or business management and/or municipal management experience.

Essential Duties and Responsibilities

The Town Administrator shall:

- Assist the Highway and Water/Wastewater Department heads in preparing and submitting an annual budget to the Selectboard;
- Monitor the budget during each fiscal year and provide periodic budget status reports to the Selectboard;
- Attend all regular and special Selectboard meetings and participate as required by the Selectboard;
- Take minutes during all regular and special Selectboard meetings;
- Working with the Selectboard Chair, supply the Selectboard with a meeting agenda and any agenda related information in report format where necessary;
- Facilitate Selectboard goal setting and promote better informed decision making by the board during meetings;
- Attend meetings of other boards and commissions of the town, state, and region as necessary;
- Provide administrative support to all town departments, as needed;
- Assist employees in various town matters and encourage professional development;
- Make recommendations to Selectboard regarding possible revisions to town policies and or ordinances and recommend implementation of new policies or programs;
- Research and present findings to the Selectboard on grant opportunities;
- Upon direction of the Selectboard, write grant applications and administer grants awarded to the town;
- Maintain Town website, provide the Selectboard with information for the Annual Town Report, and provide public information to the media when requested;
- Administer all municipal insurance policies, which includes review of current coverage, maintaining competitive premiums, and pursuing necessary additions or deletions to insurance policies;

- Communicate with state, federal, and regional officials on behalf of the Selectboard;
- Inform the Selectboard of relevant changes in State policy that will affect the town;
- Pursue questions of legal nature with the Vermont League of Cities and Towns or the town's attorney where necessary;
- Be kept informed of any legal proceedings, questions, or cases that currently involve the town;
- Perform a vital public relations function for the Town in dealing with complaints, criticisms and suggestions of citizens, businesses, industries, developers and builders;
- Perform other duties, from time to time, as required by the Selectboard.

Relationship with Others

The Town Administrator:

- Work collaboratively with other Town employees to ensure effective and efficient municipal operations;
- Assist department heads in communicating or consulting with State and Federal officials as necessary; and
- Receive citizen inquiries or complaints and attempt to resolve the issues.

2013 Executive Salary and Benefits Report

	Population	Full-time			Part-time			Salary Time Period	
Organization	2011 Estimated	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Start Date	End Date
Barre City	9,066	\$86,275		55				07/01/12	06/30/13
Barre Town	7,937	\$80,313		40				07/01/12	06/30/13
Bennington Town	15,702	\$97,677		40				07/01/12	06/30/13
Berlin Town	2,886		\$68,527	50				07/01/12	06/30/13
Bethel Town	2,022	\$61,330		45				07/01/12	07/01/13
Bristol Town	3,885		\$64,904	40				07/01/12	06/30/13
Castleton Town	4,695	\$65,000		40				07/01/12	06/30/13
Cavendish Town	1,367	\$64,996		40				07/01/13	06/30/14
Chester Town	3,153	\$70,561		40				01/01/13	12/31/13
Colchester Town	17,165	\$99,465		40				07/01/12	06/30/13
Dorset Town	2,022	\$63,680		40				07/01/13	06/30/14
East Montpelier Town	2,580		\$61,500	40				07/01/12	06/30/13
Enosburg Falls Village	1,339	\$73,500		40				09/01/12	08/31/13
Essex Town	19,713	\$104,000		40				07/01/12	06/30/13
Fair Haven Town	2,718	\$65,000		40				07/01/13	06/30/14
Fairlee Town	979		\$33,440	40				02/27/12	12/31/12
Grafton Town	674					\$30,788	32	01/01/13	12/31/13
Guilford Town	2,108					\$42,464	35	07/01/11	06/30/12
Hardwick Town	3,003	\$68,300		40				07/01/13	06/30/14
Hartland Town	3,393	\$69,000		45				07/01/12	06/30/13

2013 Executive Salary and Benefits Report

	Population	Full-time			Part-time			Salary Time Period	
Organization	2011 Estimated	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Start Date	End Date
Highgate Town	3,561		\$53,297	40				07/01/13	06/30/14
Hinesburg Town	4,425		\$70,700	40				07/01/12	06/30/13
Huntington Town	1,952		\$45,000	40				07/01/13	06/30/14
Hyde Park Town	2,981		\$48,500	40				07/01/11	06/30/12
Hyde Park Village	466		\$40,200	40				01/01/13	12/31/13
Jericho Town	5,040		\$74,985	37				07/01/12	06/30/13
Johnson Town/Johnson Village	3,472	\$75,150		45				07/01/13	06/30/14
Killington Town	806	\$85,000		40				01/01/12	12/31/12
Ludlow Town/Ludlow Village	1,963	\$91,000		40				07/01/12	06/30/13
Lyndon Town/Lyndonville Village	5,971		\$67,431	45				01/01/13	12/31/13
Manchester Town	4,371	\$85,838		40				07/01/12	06/30/13
Mendon Town	1,052					\$32,914	30	07/01/13	06/30/14
Middlebury Town	8,483	\$90,000		40				09/01/12	08/31/13
Milton Town	10,418	\$93,750		40				07/01/12	06/30/13
Montpelier City	7,868	\$102,020		40				03/13/13	03/12/14
Morristown Town	5,277		\$64,277	40				07/01/12	06/30/13
Newport City	4,579	\$71,815		40				04/01/12	04/01/13
Northfield Town	6,221	\$71,775		40				07/01/13	06/30/14
Norwich Town	3,414	\$95,000		40				07/01/12	06/30/13
Orleans Village	816	\$78,000		40				01/01/13	12/31/13
Pittsford Town	2,973	\$63,700		40				06/08/12	06/08/13

2013 Executive Salary and Benefits Report

	Population	Full-time			Part-time			Salary Time Period	
Organization	2011 Estimated	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Start Date	End Date
Proctor Town	1,731		\$50,000	40				07/01/12	06/30/13
Putney Town	2,689	\$59,628		40				07/01/12	06/30/13
Randolph Town	4,788	\$76,505		40				01/01/13	12/31/13
Readsboro Town	760					\$35,100	20	01/01/13	12/31/13
Richmond Town	4,108	\$69,482		40				01/01/12	12/31/12
Rutland Town	4,032		\$63,924	40				07/01/12	06/30/13
Shelburne Town	7,188	\$91,304		40				07/01/12	06/30/13
Springfield Town	9,373	\$77,979		40				07/01/12	06/30/13
St. Albans Town	6,044	\$71,000		40				07/01/12	06/30/13
St. Johnsbury Town	7,594	\$80,000		40				01/01/13	12/31/13
Stowe Town	4,356	\$104,875		50				07/01/13	06/30/14
Swanton Village	2,405	\$89,000		40				01/01/12	12/31/12
Underhill Town	3,035					\$25,958	24	07/01/12	06/30/13
Vergennes City	2,582	\$69,659		50				07/01/12	06/30/13
Waitsfield Town	1,722		\$62,396	40				04/01/13	03/31/14
Wallingford Town	2,066					\$24,218	18	07/01/13	06/30/14
Warren Town	1,707		\$61,266	37.5				01/01/13	12/31/13
Waterbury Town/Waterbury Village	5,071	\$96,012		40				04/01/12	03/31/13
Weathersfield Town	2,824	\$63,831		40				01/01/12	12/31/12
West Rutland Town	2,312	\$59,450		40				07/01/13	06/30/14
Westminster Town	3,161	\$56,100		37.5				07/01/13	06/30/14

2013 Executive Salary and Benefits Report

	Population	Full-time			Part-time			Salary Time Period	
Organization	2011 Estimated	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Annual Salary (Manager)	Annual Salary (Administrator)	Hours Per Week	Start Date	End Date
Williamstown Town	3,398	\$58,400		40				07/01/12	06/30/13
Williston Town	8,755	\$94,223		40				01/01/12	12/31/12
Wilmington Town	1,865	\$71,500		40				07/01/13	06/30/14
Windsor Town	3,553	\$87,125		40				07/01/12	06/30/13
Winhall Town	765		\$60,861	40				07/01/12	06/30/13
Total									
Average		\$78,369	\$58,306	41		\$31,907	22		

2013 VLCT Municipal Compensation Report
Municipal Manager

Municipal Manager									
Municipality	2012 Est. Population	Number of Positions	Approximate Annual Salary 40 hrs. x 52 wks.	Hourly Rate	Is there a pay range?	Highest Hourly Rate	Lowest Hourly Rate	Hours Worked Per Week	Notes
South Burlington	18,400	1.00	\$104,998	\$50.48	N			40.00	
Colchester Town	17,245	1.00	\$90,000		N				
Bennington Town	15,555	1.00	\$99,632	\$47.90	N			40.00	
Milton Town	10,526	1.00	\$93,954	\$45.17	Y	\$47.12	\$36.63	40.00	Salaried, hours vary
Essex Junction Village	9,498	1.00			N				The Village is sharing a manager with the Town, who works 20 hours/week at the Village. We pay the Town \$53,840.80 for the year by contract.
Springfield Town	9,284	1.00	\$78,000	\$37.50	N			40.00	Actually works 40+ hours
Williston Town	8,962	1.00	\$93,517	\$44.96	Y	\$46.46	\$32.34	40.00	
Middlebury Town	8,477	1.00	\$90,002	\$43.27	N			40.00	
Winooski City	7,239	1.00	\$87,152	\$41.90	N			40.00	
St. Albans City	6,894	1.00	\$99,986	\$48.07	N			40.00	
St. Albans Town	6,136	1.00	\$70,990	\$34.13	N			40.00	\$71,000/year, no change
Rockingham Town	5,190	1.00	\$75,005	\$36.06	N			20.00	Works for both Town of Rockingham and Bellows Falls Village Corporation - split 50-50
Waterbury Town/Village	5,102	1.00	\$100,006	\$48.08	N				Salary-usually more than 45 hours/week
Randolph Town	4,762	1.00	\$75,005	\$36.06	N			40.00	
Castleton Town	4,665	1.00	\$69,992	\$33.65	N			40.00	Salaried, includes \$5,000 for Road Commissioner position
Newport City	4,530	1.00	\$73,965	\$35.56	N			40.00	
Stowe Town	4,390	1.00	\$104,874	\$50.42	N			40.00	
Windsor Town	3,498	1.00	\$97,011	\$46.64	N				
Johnson Town/Village	3,495	1.00			N			45.00	Salaried \$75,108 works for Town and Village 30/70
Norwich Town	3,393	1.00	\$97,885	\$47.06	Y	\$58.52	\$42.63	40.00	
Hartland Town	3,385	1.00	\$63,627	\$30.59	N			45.00	
Westminster Town	3,132	1.00	\$60,445	\$29.06	N			37.50	
Chester Town	3,116	1.00	\$70,554	\$33.92	N			40.00	
Bellows Falls Village	3,093	1.00	\$75,005	\$36.06	N			20.00	Spends half of his time working for the Town of Rockingham
Hardwick Town	2,968	1.00	\$68,224	\$32.80	N			40.00	
Pittsford Town	2,943	1.00	\$66,893	\$32.16	N	\$32.16	\$32.16	40.00	
Weathersfield Town	2,810	1.00	\$64,459	\$30.99	N			40.00	\$1,239.52 weekly salary
Putney Town	2,700	1.00	\$66,310	\$31.88	N			40.00	Also acts as Zoning Administrator and Finance Director
Fair Haven Town	2,693	1.00	\$65,000	\$31.25	N			50.00	
Vergennes City	2,584	1.00	\$82,306	\$39.57	N			40.00	
Swanton Village	2,387	1.00	\$93,496	\$44.95	N			40.00	Village car
West Rutland Town	2,283	1.00	\$59,446	\$28.58	N			40.00	Includes Tax Collector
Dorset Town	2,008	1.00	\$65,000	\$31.25	N			40.00	
Wilmington Town	1,853	1.00	\$71,510	\$34.38	N			40.00	Town Manager

2013 VLCT Municipal Compensation Report
Municipal Manager

Municipal Manager									
Municipality	2012 Est. Population	Number of Positions	Approximate Annual Salary 40 hrs. x 52 wks.	Hourly Rate	Is there a pay range?	Highest Hourly Rate	Lowest Hourly Rate	Hours Worked Per Week	Notes
Poultney Village	1,595	1.00	\$39,000	\$18.75	N			20.00	Joint position w/Town Administrator, salaried position - annual salary for both combined
Enosburg Falls Village	1,323	1.00	\$73,507	\$35.34	N			40.00	
AVERAGE		1.00	\$79,022	\$37.83		\$46.07	\$35.94	38.67	
MEDIAN		1.00	\$75,005	\$36.06		\$46.79	\$34.49	40.00	

**Town Administrator
2013 VLCT Municipal Compensation Report**

Town Administrator									
Municipality	2012 Est. Population	Number of Positions	Approximate Annual Salary 40 hrs. x 52 wks.	Hourly Rate	Is there a pay range?	Highest Hourly Rate	Lowest Hourly Rate	Hours Worked Per Week	Notes
Lyndon Town	5,969	1.00	\$67,766	\$32.58	N			40.00	
Morristown Town	5,335	1.00	\$65,894	\$31.68	Y	\$39.39	\$29.85	40.00	
Richmond Town	4,093	1.00	\$69,534	\$33.43	Y	\$41.00	\$25.65	40.00	
Bristol Town	3,875	1.00	\$66,186	\$31.82	N			40.00	This is a salaried position
Hyde Park Town	3,037	1.00	\$50,794	\$24.42	N			40.00	
East Montpelier Town	2,602	1.00	\$63,024	\$30.30	N			40.00	Position includes zoning administrator duties
Arlington Town	2,297	1.00	\$41,600	\$20.00	N				Hours vary - this is considered an 'Interim Administrator' position
Guilford Town	2,104	1.00	\$48,547	\$23.34	N			35.00	
Wallingford Town	2,055	1.00	\$40,373	\$19.41	N			24.00	
Huntington Town	1,969	1.00	\$45,885	\$22.06	Y			40.00	Current annual salary is \$45,900; average actual hours are 50+/wk; pay range is \$40,000-50,000/year
Londonderry Town	1,762	1.00	\$62,400	\$30.00	N			20.00	
Proctor Town	1,705	1.00	\$51,480	\$24.75	N			40.00	\$51,500 salaried position
Mendon Town	1,051	1.00		\$21.09	N			30.00	Health Officer, 911 Coordinator, Administrative Road Commissioner (additional \$1,750 compensation)
Fairlee Town	980	1.00	\$41,600	\$20.00	N			40.00	
AVERAGE		1.00	\$55,006	\$26.06		\$40.20	\$27.75	36.08	
MEDIAN		1.00	\$51,480	\$24.59		\$40.20	\$27.75	40.00	