

Town of Starksboro Job Description Town Administrator

FLSA Designation: Non-Exempt
Hours per week: 18-24 hours per week (position may increase in future)

Scope of Position:

The Town Administrator (TA) works to support the Starksboro Selectboard in fulfilling its duties and responsibilities to the town. The Town Administrator is charged with carrying out programs, implementing policies and procedures, addressing personnel issues, serving as grants administrator, and overseeing IT and HR systems as directed by the Selectboard. The TA will work cooperatively with the Town Clerk to ensure the work of the municipal office is done.

The Town Administrator is responsible for planning, organizing, directing, and coordinating the affairs of the town in areas not directly the responsibility of others, for assisting the Selectboard in developing policies for the general direction of town affairs, for planning long-range programs for town departments, and responsible for the performance of administrative and technical duties as assigned by the Selectboard. The TA is appointed and works at the discretion and direction of the Selectboard.

The TA is expected to work an average of 18-24 hours per week with total hours to be determined by the Selectboard or as the workload requires. The TA shall be available to attend Selectboard meetings (Regular, Special, Emergency meetings) as well as Public Hearings, Quasi-judicial Hearings and other meetings scheduled by the Selectboard and other committee meetings as needed. Work is performed independently within general policies established by the Selectboard. The Town Administrator reports to the Selectboard, which means a quorum of three or more Selectboard members in a duly-warned meeting. The Selectboard Chair does not have any additional authority to manage or direct the TA except as delegated by the Selectboard.

Duties and Responsibilities:

- Carry out the policies of the Town and decisions of the Selectboard as directed
- Serve as the contact person and liaison between federal and state agencies, other municipalities, organizations and nonprofits, local agencies, regional planning, and individuals to ensure effective and efficient flow of information
- Act as liaison to law enforcement in conjunction with the Selectboard, Animal Control officer, Town Clerk, Health Officer, or another town official
- Serve as primary contact with Town Attorney
- Oversee Information Technology (IT) and computer related equipment and systems; coordinate contracts and solicit bids for new or replaced IT equipment
- Assist the Selectboard with policy making by identifying problems and opportunities, analyzing options, and offering recommendations to the Selectboard for policy improvements; Conduct periodic review of all policies and procedures
- Assist with the preparation and management of town budgets and annual budget planning; coordinate with Treasurer, Auditors, and Selectboard

- Proactively identify issues and opportunities that may be of concern or interest to the Selectboard and present summaries of the those for board consideration
- Research grant opportunities, write grant applications and act as the administrative officer of active town grants; Work with other dept. heads to identify priorities for future funding
- Serve as HR manager and handle personnel matters; conduct staff annual reviews; conduct probationary employee and performance reviews with department heads and/or Selectboard

Administrative

- Prepare Selectboard's meeting agendas, minutes, and correspondence
- Work with town clerk, staff, and volunteers to ensure Open Meeting Law compliance
- Organize and make available policies, ordinances, and other public documents of the board
- Maintain HR records, prepare and publish employment and volunteer opportunities
- Coordinate employee training and documentation with town clerk and road foreman
- Prepare, distribute, and public RFPs and manage incoming bids, other than highway
- Prepare and submit reports (quarterly, bi-annually, annually) for town properties, landfill, etc.
- Manage and oversee town website; train staff as needed
- Make arrangements for public hearings, informational meetings and other Selectboard meetings not held in the town offices
- Gather information and do historical and/or legal research as requested by the Selectboard
- Serve as DOT employee testing coordinator and maintain records of mandatory drug tests for required employees (CDL license holders)

Requirements of Work:

- Valid driver's license and reliable transportation
- Excellent oral and written communication skills
- Professional demeanor and interpersonal skills
- Ability to work with the public and manage challenging situations

Qualifications: Education, Training and Experience

- College degree or equivalent amount of professional experience in nonprofit administration or business management or similar fields
- Knowledge of general municipal government operations required
- Strong computer skills and proficiency in Microsoft Office programs
- Grant writing and management skills required
- Employee management and HR skills required
- Working knowledge of municipal accounting and budget preparation preferred
- Experience with website maintenance preferred
- Organizational systems and/or management preferred

Physical Demands / Work Environment:

The job is not physically demanding but does require the ability to work some evenings, to be determined. Schedule and evening hours to be reviewed annually or as needed to ensure work-life balance.