

# **TOWN ADMINISTRATOR**

## **JOB SUMMARY**

Coordinates the daily administrative functions of the Town and helps administer Town policies. Performs a wide variety of general administrative functions and a full range of administrative support duties, including secretarial and assessing duties.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Board of Selectmen. Performs regular duties on own initiative, exercising a considerable degree of independent judgment. Receives instructions as needed from the Board of Selectmen. Receives an annual performance evaluation from the Board of Selectmen.

## **SUPERVISION EXERCISED**

Supervises the Deputy Town Administrator and part-time, seasonal, or volunteer office help. Functions as the Board's liaison with Town Counsel, Department Heads, and Town Employees, completing annual performance evaluations for the Deputy Town Administrator and certain Department Heads. Assigns duties and reviews work for conformance with required standards.

## **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only and may not include all duties assigned to this position.)

1. Supervises daily Town activities and coordinates administrative functions of the Selectmen's Office. Develops or adopts new techniques to improve the effectiveness and efficiency of operations. Works with the Board of Selectmen in implementing Town policies and procedures.
2. Acts as liaison between the Board of Selectmen and the public. Determines matters requiring attention of the Selectmen and keeps Selectmen apprised of ongoing activities within the Town.
3. Answers public inquiries, including questions regarding assessments, tax maps, current use, and timber and excavation intents. Responds to public complaints and notifies Selectmen of inquiries and complaints as necessary.

4. Attends Selectmen's meetings and provides input as needed. Ensures meetings are properly posted as required by State law. Prepares the bi-weekly meeting agenda. Gathers pertinent supporting data for topics to be discussed at meetings. Organizes the Selectman's meeting binders. Arranges additional meetings at the request of the Selectmen or according to need. Ensures minutes are taken and distributed in accordance with State law. Completes any related follow-up items.
5. Maintains and prepares property assessment files and works with contracted assessing firm as necessary. Inputs property transfers and address changes into computer system. Maintains tax maps and works with mapping company to keep maps current with respect to subdivisions, boundary line adjustments and lot mergers.
6. Assists public with applications for tax exemptions and credits. Processes applications and makes recommendations for approval to the Board of Selectmen.
7. Bills and oversees Payment in Lieu of Taxes (PILOT) program(s).
8. Researches and provides information to assist the Town Attorney in legal actions in which the Town may be involved. Acts as liaison between the Board of Selectmen and Town Attorney.
9. Prepares tax warrants for property tax, current use land use change tax, timber tax and excavation tax.
10. Assists with and oversees completion of annual Town Report.
11. Assists with and oversees completion of annual Town budget. Attends Advisory Budget Committee meetings.
12. Completes and submits required State and Federal municipal forms and reports in accordance with State and Federal law.
13. Attends conferences, training seminars, and meetings relating to municipal managements. Keeps abreast of changes in statutes, policies and procedures that may affect the Town.
14. Oversees the processing of accounts payable, including the receiving of invoices, entering invoices into the computer, printing of accounts payable checks for the Treasurer's and Selectmen's signatures, preparation of the manifest for Selectmen's approval, mailing of payments, and filing and maintenance of all payment records. Processes payroll in the absence of the Deputy Town Administrator.
15. Advises Selectmen on personnel matters. Manages employees benefits and insurance policies. Maintains personnel files. Completes annual performance evaluations for certain employees and/or Department Heads.
16. Maintains the Town's website.

17. Assists the Town Clerk's Office in the preparation for and carrying out of Town, State and Federal Elections.
18. Performs other related duties as required.

### **KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED**

Thorough knowledge of modern office practices and procedures, including business English, spelling and vocabulary. Thorough knowledge of modern office equipment and personal computers, including customary word processing, spreadsheet, and database software, as well as specialized assessing and municipal software. Considerable knowledge of Town operations and organization, including State statutes dealing with town administration. Knowledge of town office and personnel administrative procedures. Knowledge of research methods and techniques. General knowledge of budget preparation and finance. Skill in developing short and long-term plans, as well as analyzing and interpreting data. Ability to prepare complete and accurate reports. Ability to plan, organize, and present in written or oral form factual information derived from a variety of sources. Ability to take and transcribe meeting minutes. Ability to maintain administrative records. Ability to prepare effective correspondence and formulate recommendations. Ability to work independently and make decisions as necessary. Ability to speak, write and communicate effectively. Ability to be detail oriented, organized, work well under pressure, and maintain a high level of professionalism and confidentiality at all times. Ability to handle multiple tasks simultaneously and prioritize tasks. Ability to delegate responsibilities and supervise the work of others. Ability to establish and maintain effective working relationships with Town officials, Department Heads, employees, and the general public. Ability to deal with public relations problems courteously, tactfully, and effectively.

### **MINIMUM QUALIFICATIONS REQUIRED**

Commissioned as a New Hampshire Notary Public and Justice of the Peace. Bachelor's degree in Public Administration or related field and five years of administrative support experience, including some supervisory experience, preferably in a municipal setting OR any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.