

TOWN OF SALEM JOB DESCRIPTION

Job Title: Town Administrator

Exempt: Yes
Reports to: Town Board
Date: June 2008

JOB SUMMARY

The Town Administrator is the chief administrative officer of the town, responsible to the Town Board for the proper administration of all affairs of the town. This position manages Town offices and departments in accordance with the policies determined by the Board.

Hiring and firing should follow state statutes.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Town Administrator might be asked to perform. Other duties may be assigned. This job description is to incorporate any municipal ordinances created for the position of Town Administrator.

Administration:

- Plans, directs and controls the administrative operations of the Town; provides direction and leadership to employees.
- Assists the Town Board in developing the vision, mission and goals of the community.
- Responsible for ensuring the establishment of goals to carry out established policies.
- Responsible for all town public communications to the community.
- Responsible for strategic planning, land and economic development in coordination with the Town Board.
- Implements policies as adopted by Town Board.
- Responsible for the legal affairs of the Town in consultation with the Town's legal counsel.

Budget & Finance:

- Develops and implements general policies, in consultation with Department heads and Town Board, for maximum utilization of available financial resources through appropriate allocations of manpower and equipment services.
- Prepares budget estimates for the departments to the Town Board for approval.
- Implements and tracks budget(s), including weekly budget projections and expenditures
- Prepares and submits an annual report on the Town's financial condition.
- Responsible for the preparation of an annual operating budget and capital expenditure program for presentation and approval by the Board.
- Directs appropriate department head personnel with financial projects, technology and/or operational improvements.
- Directs economic research and long-term financial planning to assist in the development of financial policy of the Town as needed.
- Works cooperatively with Town officials, Town departments, and the community to produce innovative solutions.

Policy:

- Develops policies and provides expertise, makes recommendations to the Board for appropriate policies; prepares and submits reports to the Board; provides similar advice and counsel to various town boards and commissions.
- Serves as professional staff to the Board; attends all meetings and arranges for additional staff support as needed.

Personnel:

- Acts as appointing authority and serves as chief personnel officer.
- Supervises the Department's staff including direct supervision of office personnel, and all department heads.
- Provides technical advice to employees and supervisory personnel to ensure continuous, effective operations of all Town departments.
- Makes hiring recommendations, assists in the hiring of personnel.
- Recommends pay changes and promotions.
- Responds to grievances and complaints.
- Develops and implement personnel policies and procedures.
- Develops and implements recruitment and retention programs for employee positions.
- Plans work and establish priorities.
- Distributes work among administrative staff or others.
- Instructs and trains in methods and procedures.
- Works with employees to set job achievement and expectations. Allows employees latitude to make decisions within their technical experience.
- Identifies employee performance issues and suggests performance improvement measures.
- Responsible for the development and implementation of a practices and procedures manual that addresses matters of departmental operation. Establishes training sessions to ensure that practices and procedures are implemented and followed with consistency.
- Develops projects and procedures to maintain and enhance employee performance and effectiveness.
- Oversees the maintenance of department records; personnel and payroll records; outside contracts; annual reports; etc.

Public Relations, Safety, and Regulatory:

- Acts as the primary source for media releases for the Town.
- Develops and assists the Town in disaster planning efforts.
- Attends all regular Town Board meetings and other meetings as appropriate.
- Facilitates the integration of training programs as required by state, federal and local practices.
- Works with other departments in the identification and coordination of safety training within for the Town.
- Investigates worker's compensation claims and accidents within the department.
- Ensures the department and the Town is in compliance with OSHA, NIOSH EPA safety, health and other state standards.
- Coordinates with other regulatory agencies including local, county, state and federal officials when necessary on matters involving emergency services.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required at the time of hire or for continuation of employment.

Education and/or Experience:

- Bachelor's degree in Public Administration/Public Management, Engineering, or related field.
- Minimum of five (5) years work experience in local government.
- Minimum of five (5) years work experience in a supervisory and/or management capacity.
- Minimum of five (5) years work experience in municipal finance or accounting.
- Minimum of five (5) years work experience in economic development preferred
- Minimum of five (5) years work experience in general accounting—all phases.
- This position may require the use of personal or Town vehicle. Individuals must be capable of operating the vehicles safely, possess a valid Driver's License, and have an acceptable driving record.

Skills and Abilities:

- Knowledge of municipal government operations and public administration principles and practices.
- Knowledge of public administrative research methods, techniques and report presentation.
- Knowledge of principles underlying the laws and regulations of the municipality.
- Knowledge of personnel management and supervision principles and practices.
- Knowledge of budget preparation principles and practices.
- Ability to organize, direct and coordinate the activities of multiple departments and functions to accomplish program goals or objectives.
- Ability to analyze a variety of administrative, operational, fiscal and social problems and make sound recommendations for solutions.
- Ability to develop long range plans and programs and make major policy decisions on complex technical and administrative problems.
- Ability to learn Town programs and problems and resources available to resolve municipal problems.
- Ability to operate a personal computer utilizing word processing, spreadsheets, database management, e-mail and various financial software applications.
- Ability to work cooperatively and maintain a professional manner when dealing with Town officials, staff and the general public.
- Ability to provide expert advice without formal supervisory responsibility.
- Ability to maintain all types of records including staff personnel records and monitor budgets.
- Ability to make hiring and promotional recommendations and decisions.
- Ability to prepare performance evaluations and make recommendations regarding unsatisfactory employees.
- Ability to respond to complaints and grievances in a professional and courteous manner.
- Advanced ability to prepare reports for publication and presentation.
- Ability to perform a broad range of supervisory responsibilities over others.
- Ability to work independently, and with a team.
- Ability to maintain confidentiality of materials.

Language Skills:

- Ability to communicate effectively with other Town employees, officials and the general public.
- Ability to communicate effectively in both written and verbal form.
- Ability to participate and perform effectively in all types of meetings and at public speaking engagements.

Mathematical Skills:

- Ability to perform basic math skills – add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills:

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.
- Ability to plan work, and establish priorities.
- Ability to assign work, increasing or decreasing duties as needed.
- Ability to distribute work among co-workers or others.
- Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form.
- Ability to organize time and resources.
- Ability to work independently.

PHYSICAL AND WORK ENVIRONMENT

The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting (up to 10 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.
- The majority of work is performed in an office setting; however, employees may be expected to perform duties outdoors in all types of weather on emergency scenes.

Work Environment:

- Ability to work under time pressures such as frequent "rush" jobs, urgent deadlines, etc.
- Ability to work under distractions such as telephone calls and other disturbances.
- Ability to deal with unpleasant social situations such as irate or disturbed individuals.
- Ability to work in a hectic, busy, and sometimes stressful work environment.