

Deputy Town Administrator/ Town Clerk

Statement of Duties: Deputy Town Administrator is an exempt position performing a variety of complex administrative assignments within the General Government Department, including analysis, evaluation, research, writing, and communicating; and oversees programs and projects that require experience in administration and Town Council interaction, interdepartmental and community interaction. In coordination with the Town Administrator, responsible for oversight of General Government Department and other services provided.

Supervision Required: The employee works under the supervision of the Town Administrator.

Supervisory Responsibility: The incumbent is a managerial employee, exercising direct and general supervision over employees. The incumbent does plan and carry out a planned work program, situations and circumstances may necessitate changes in priorities.

Accountability: This position is highly accountable and incorrect actions or misjudgment would typically result in monetary loss, missed deadlines, as well as legal repercussions, and adverse public relations.

Judgment: Activities are complex. Significant independent action and judgment is exercised. Requires evaluating and interpreting information on issues/problems and situations that have not previously been encountered. Synthesizes information from a variety of sources to develop groundbreaking new methods, practices, and services that have not previously been applied.

Nature and Purpose of Contacts: Position has constant interaction with co-workers, the public and with groups and/or individuals who have conflicting opinions or objectives, diverse points of view or differences where skillful negotiating and achieving compromise is required to secure support, concurrence and acceptance or compliance; OR one-on-one relationships with a person who may be under severe stress, where gaining a high degree of persuasion may be required to obtain the desired effect. The employee may represent to the public a functional area of the organization on matters of procedures or policy where perceptiveness is required to analyze circumstances to act appropriately.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Assists the Town Administrator in overseeing the professional and administrative responsibilities and direction of Town affairs, including the planning, organizing, supervising and directing all assigned functional responsibilities.
- Responsible for assisting Town Administrator around Operations and Development, including, but not limited to, the following:
 - o Provides general management assistance to Town Administrator in structural reorganization, inter-departmental communications and public relations.
 - o Assist with the oversight of administrative services of the Town Administrator's Office. Assists task forces, citizens committees and various employee groups in researching issues and providing analysis of existing operations and in proposing future directions.
 - o Oversees development of departmental capital plan and budgets, and develops a comprehensive and timely budget.
- Assist in the development of departmental goals and objectives.
- Provides a variety of professional and administrative responsibilities to the Town Administrator in numerous areas of Town management and operations, on an assigned basis.
- Serves as Acting Town Administrator for and in the absence of Town Administrator.
- Maintain custody of official records and archives of the Town
- Ensure the maintenance and availability of records and information needed to provide an accurate account of government actions
- Ensure historical Town records are collected and preserved
- Oversee the development and implementation of the Town's record management procedures and guidelines
- Serve as the corporate secretary and maintain custody of the Town Seal.
- Serves as Notary for the Town
- Direct the preparation, review, and editing of agenda packets and official records for all Town Board of Commissioner meetings; ensure the recording of Town Board of Commissioners meeting actions are accurate and timely.

- Provide and manage the official notification and follow up of Town agenda items including ordinances, resolutions, agreements, deeds, and easements to the public regarding public hearings including legal advertising of notices.
- Respond to request for public records
- Administer municipal elections in accordance with local, state, and federal regulations; and accept, verify and maintain filings from candidates for office.
- Attest, publish, index and file ordinances and resolutions
- Execute official Town documents; administer and file oaths of office and oaths of allegiance.
- Manage and post Council agendas
- Attend, coordinate, and record Council meetings Performs other related duties of the class, as required.
- Others duties as assigned

Knowledge, Skills, and Abilities:

- Extensive knowledge of municipal government functions, organization and methods and techniques employed in the operations of town government.
- Extensive knowledge of public procurement principles, practices and procedures.
- Working knowledge of municipal finance administration, including budgeting.
- Working knowledge of all applicable Federal and State laws and regulations, pertinent to municipal government activity.
- Working knowledge of insurance programs in municipal governments, and of implementation of techniques and strategies.

Skill:

- Skill in negotiating with others, in order to arrive at acceptable resolutions to problems and to mutual concerns

Abilities:

- Ability to establish and maintain harmonious relationships with others, especially citizens, public officials and with other municipal professionals.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to prepare complex technical and statistical reports.
- Ability to manage time effectively while attending to a multitude of details.