



**Position Title:** Town Administrator

**Department:** Town Management/General Government

**Direct Report:** President & Board of Town Council

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### **JOB SUMMARY**

Under the direction of the Board of Council, the Town Administrator performs complex professional, administrative, and managerial duties in overseeing the daily operations of the Town. This position supports the Board in fulfilling its official responsibilities and ensures the efficient and effective delivery of municipal services. The Town Administrator is responsible for maintaining and enhancing the performance of all departments and functions under their leadership. This position is established by and operates in accordance with the Town Charter.

### **ESSENTIAL FUNCTIONS**

- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, the President/Mayor, or the Town Council.
- Plans & Develop of the annual Town Budget.
- Oversee the day-to-day financial operations.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Town Council.
- Makes recommendations on department head personnel staffing requirements to the Town Council.
- Evaluate the effectiveness of units reporting to him/her and take actions necessary to achieve optimum performance levels.
- Oversees risk management for the Town, including health, life, worker's compensation, fleet, property, and liability.
- Works closely with vendors and consultants and makes recommendations to the Board concerning choice of carriers and long-term strategy.
- Work with the Town's Board and Government Relations firm to strategize and plan the Town's legislative priorities on the Federal, State, and local level.
- May be called to represent the Town on Federal, State, or local-level Boards, commissions, or advisory groups.
- Works with the Town Council, Town Attorney, and Town Clerk to draft, plan, implement, and receive public input on Town legislation.
- Develop working relationships with Federal, State, and local-level officials.

- Answers and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Town Council.
- Oversee the Town's social media, communication, and outreach functions. Works with the Town's Media Relations firm to develop press releases.
- Works with Department heads to oversee and manage special, capital, or large-scale projects and initiatives.
- Coordinates with Department heads and Town Committees, volunteers, and stakeholders to plan and carry out large-scale Town events.
- Acts as primary liaison with all legal counsel on matters relevant to the Town and assists the Town Council with litigation preparation.
- Works with the Town Clerk to plan meeting agendas, packets, and schedules of the Town Council.
- Oversee the Town's Information Technology infrastructure and coordinate with the Town's IT firm on routine maintenance, upgrades, and security.
- Provides training support for newly elected Town Council, including but not limited to policies and current issues and background information.
- Works with the CPA to complete the annual Town Budget audit.
- Track the progress and provide support as needed for the Town Committees.
- Other duties as assigned.

## **QUALIFICATIONS**

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and in writing with tact and diplomacy.
- Ability to solve problems by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard office equipment and software, including Microsoft Office, automated payroll services, and financial software.
- Ability to interpret and implement local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.

## **EDUCATION/ TRAINING**

- Bachelor's or Master's degree from an accredited college or university with major course work in public administration or related field.
- Spanish speaking or other special language skills desired.
- Ability to obtain a Notary License.

## **EXPERIENCE**

- Ten (10) years of increasingly responsible professional-level municipal governmental experience, preferably in a variety of municipal departments.

## **Physical Demands and Working Environment**

*The conditions described herein represent those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.*

**Environment:** Work is performed primarily in a standard office setting at Town Hall.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

## **COMPENSATION AND BENEFITS**

- Salary Range: [\$XXX,XXX-\$XXX,XXX] annually
- Vacation leave, sick leave, bereavement, and parental leave.
- Health, dental, and vision benefits
- Maryland State Retirement System