

# RINDGE TOWN ADMINISTRATOR

**JOB SUMMARY:** The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by them. The Town Administrator coordinates, directs and plans the workflow of the administrative functions of the Town and oversees the overall operation of the Town, manages the Office of the Board of Selectmen, and acts as liaison between and establishes effective working relationships with and among all elected officials, boards, commissions, departments, committees, employees and the public.

**SUPERVISION RECEIVED:** The Town Administrator receives general supervision and policy direction from the Board of Selectmen, exercises a considerable degree of independent judgment and is evaluated by the Board of Selectmen based upon the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED:** The Town Administrator [provides administrative supervision of, and](#) serves as the liaison with all town departments, providing direction as needed. Exercises direct supervision of employees in the Selectmen's Office, the Finance Office, and the Assessing and Code Enforcement offices. Provides input to the Board of Selectmen in selecting, disciplining and evaluating the performance of Town employees. Has indirect responsibility for all town employees, excluding elected employees and elected boards and commissions.

## **ESSENTIAL DUTIES:**

- Supervises and administers the daily operations of the town office.
- Supervises town office employees and provides administrative direction to and acts as liaison with department heads under the control of the Board of Selectmen.
- Coordinates the preparation and review of the annual budget for recommendation to the Board of Selectmen and Budget Committee, including preparation of revenue estimates and final state documents for submission.
- [Administers all benefit programs by distributing and processing enrollment, status change, termination paperwork, processing disability claims, and monitoring compliance.](#)
- [Assures confidentiality of information exempt from public notice requirements.](#)
- [Administrator of all Human Resource compliance requirements.](#)
- Receives, investigates and responds to citizen complaints and coordinates with appropriate departments, boards, or committees to resolve the issue successfully, or otherwise reports to the Board of Selectmen for direction.
- Works harmoniously with elected and appointed town officials, the public, public agencies and their staffs, the media and private organizations.
- Coordinates the financial needs of the town with the Board of Selectmen, the Finance [Department](#) and the town treasurer. Reviews [and approves](#) payroll and bills weekly.
- Coordinates and evaluates the purchasing process of the town.
- Prepares routine and cyclical reports for submission to town, state and federal organizations.
- Attends and facilitates meetings of the Board of Selectmen, providing background information and recommendations on pertinent matters, as needed.
- Assists the Chair of the Selectmen in establishing the agenda for Selectmen's

- meetings and assumes responsibility for accurate records of all Selectmen's meetings.
- Researches policies and procedures and makes recommendations to the Board of Selectmen.

**ESSENTIAL DUTIES (Cont.):**

- Supervises purchasing activities, prepares bid documents; negotiates and administers contracts as requested and directed by the Board of Selectmen.
- Coordinates the preparation of the warrant articles and Voters' Guides for all special and annual town meetings.
- Advises the Board of Selectmen on matters affecting town employees and volunteers.
- Maintains knowledge of federal or state programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application for such funds.
- Researches, prepares and/or oversees the preparation of grant applications; coordinates grant proposals to ensure that each proposal is consistent with town policies, state and federal laws.
- Acts as liaison between the Board of Selectmen and other boards, committees, commissions and town officials, as needed.
- Produces a variety of correspondence dealing with general matters, legislative responses and responses to state agencies.
- Works closely with legal counsel/negotiator on negotiating contracts and all other matters pertaining to municipal and employment law.
- Prepares performance evaluations of employees under immediate supervision and coordinates issues of disciplinary action up to and including termination on behalf of the Board of Selectmen; coordinates all legal matters pertaining to employment related matters.
- Attends workshops and seminars to enhance municipal knowledge of new and changing issues.
- Tracks the maintenance of the Town's facilities and their capital mechanical assets and needs in coordination with the DPW Director.
- Negotiates Town contracts including the cable and trash contracts (in coordination with the DPW Director).
- Organizes, maintains and administers the personnel policies and procedures of the Town.
- Attends to many items simultaneously and/or in sequence.
- Researches, recommends and implements Board and Town policies.
- Coordinates the creation, publication and distribution of the annual Town Report.
- Monitors trends and makes recommendations regarding the administration of the Town and its operations.
- Performs other related duties as assigned.

### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

- Knowledge of the principles and practices of Public Administration, Financial and Human Resource management.
- Knowledge of the functions, organization and operations of all town departments.
- Knowledge of town policies and procedures, ordinances and state and federal statutes.
- Knowledge of governmental accounting principles, budget preparation and audit procedures.
- Knowledge of the principles and practices of effective public relations.
- Skill in planning, organizing, analyzing, decision making and problem solving.
- Skill in public and interpersonal relations.
- Skill in the development of short-term and long-term plans.
- Skill in performing analytical operations.
- Skill in establishing priorities and organizing work.
- Skill in managing multiple and concurrent projects.
- Skill in management, leadership and supervision.
- Skill in facilitating meetings and forums.
- Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.
- Ability to communicate effectively, both verbally and in writing.
- Ability to plan, supervise and inspect the work of professional, technical and support personnel.
- Ability to delegate responsibility.
- Ability to prepare and present technical and statistical reports.
- Ability to negotiate and resolve disputes effectively.
- Ability to exercise creativity and initiative in resolving town problems and issues.
- Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.
- Skill in personnel administration functions such as hiring, firing, promoting and training.
- Ability to work effectively with all Town boards, commissions, departments and committees.
- Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations.
- Ability to maintain confidentiality and demonstrate integrity and tact.

**PHYSICAL REQUIREMENTS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.) The work area is adequately lighted, heated and ventilated.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with the completion of a bachelor's degree in public management, business, accounting/finance or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position usually interpreted to require three to five year of progressively responsible administrative and supervisory experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.