

Town of Andover, NH

Job Description: Town Administrator

POSITION PURPOSE: The position of Town Administrator performs complex professional and management work in providing daily administration of Town operations. The Town Administrator acts as the Chief Administrative Officer for the Board of Selectmen and carries out the orders and policies of the Board of Selectmen in accordance with all laws and Town rules, regulations, ordinances, policies, and procedures. The Town Administrator performs all other related work as required.

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.

- Administers the daily operations of the Selectmen's office.
- Ensures legal compliance with all state, county, and local regulations and mandates as well as audit management recommendations.
- Prepares each fiscal year annual budget with presentation to the Budget Committee, Board of Selectmen, and Town, with final presentation at the Annual Town meeting.
- Implements policies of the Board of Selectmen.
- Acts as a liaison for the Board of Selectmen with counsel, professional affiliates, State Departments, employees, and the public.
- Oversees and trains the staffing of the Board of Selectmen Business Office to include but not limited to, finance, land use, Human Resources, and personnel.
- Reviews and critiques all work performed for the Board of Selectmen's office.
- Oversees and assists the Department Heads with any/all duties requiring assistance.
- Attends the Board of Selectmen's meetings, oversees proper minutes prepared, posted, and archived with the Town Clerk.
- Serves as an intermediary with all Department Heads. Coordinates with elected and appointed officials, town commissions, and boards not under his/her supervision.
- Attends all regular and special meetings and hearings for the Board of Selectmen and has the responsibility of providing backup and analytical information as needed.
- Responsible for the oversight of the purchase of supplies, material, and equipment for all departments and activities of the town, and makes recommendations to the Board of Selectmen.
- Manages Town insurance and employee benefit programs.
- Oversees all technology functions such as website maintenance, computer systems, networking, and protection of information.

- Acts as the primary media relations authority for the Town.
- Functions as the liaison with legal counsel and NHMA.
- Monitors budget vs. expenditures and alerts the Board of Selectmen to significant variances.
- Maintains and updates all records relative to assessments and changes to assessed value as determined by the Town Assessors. Works with Assessors as necessary.
- Processes abatements as approved by Assessors, including sign-offs by the Board of Selectmen, copying, distributing documents, and entering information in the database.
- Maintains a file on Building and Occupancy Permits, Timber Tax and Excavation Tax.
- Maintains Current Use records, elderly exemptions, veterans' credit, tax deferrals, and approvals.
- Prepares MS forms for the DRA and inputs into the DRA web portal.
- Prepares Annual Town Reports for printers.

MINIMUM QUALIFICATIONS:

- Knowledge – Extensive knowledge of local government operations, administration, and management practices and procedures; knowledge of application of state and federal laws and policies which affect local government, including purchasing; knowledge of fiscal management, planning, and human resource management. Familiarity and experience with the research and execution of grant opportunities.
- Ability – Self-directed and motivated with the ability to plan, organize, and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write proficiently. Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials, and the public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.
- Skill – Proficient fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of service to the community. Excellent managerial, organizational, and communication skills. Proficient in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, multiple finance software, assessing databases, and internet use.

SUPERVISION SCOPE:

The TA Performs complex and highly responsible duties requiring the exercise of a high level of independent judgment in providing professional advice to the Board of Selectmen and town officials, departments, boards, and committees concerning the development, implementation, and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town. The employee has access to all town-wide confidential information, including bid proposals, personnel records, agreements, and legal proceedings. Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services and result in monetary loss and legal repercussions.

SUPERVISION RECEIVED:

The TA works under the general supervision of the Board of Selectmen as a collective group. The Board of Selectmen provides policy direction and general supervision to the TA. The TA is formally evaluated annually by the Board of Selectmen for performance and achievement of assigned goals and objectives.

SUPERVISION GIVEN:

The TA supervises Town Department Heads and Town office staff. The TA is responsible for formally and annually evaluating supervisees.

JOB ENVIRONMENT and PHYSICAL REQUIREMENTS:

Most work is performed in office conditions including operating a computer, telephone, and other standard office equipment. Regular schedule requires evening attendance at meetings; additional time is required to prepare for meetings and other events. Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, and vendors.

The physical demands described here 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. The TA is regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files and other common office objects. Ability to view computer screens and work with details for extended periods of time required. May be required to move objects weighing up to 10 pounds. TA must be able to communicate.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.