

SHAFTSBURY
TOWN ADMINISTRATOR
JOB DESCRIPTION
Updated: October 2023

Nature of Position

The Town Administrator is a highly responsible administrative position supervising and coordinating the overall operations of the Town. The Town Administrator's mission is to support the Selectboard in carrying out its duties and responsibilities. The Town Administrator is responsible for managing the day-to-day affairs of the Town as specifically assigned by the Selectboard, and in all areas not directly assigned by the Selectboard to someone else. The Town Administrator shall assist the Selectboard in meeting its responsibilities through their own work as well as through the work of other staff, volunteers, and officers of the Town.

Appointment, Supervision and Evaluation

The Town Administrator is appointed and may be removed by the Selectboard. The Town Administrator is supervised and evaluated by the Selectboard. The Town Administrator shall be subject to the Town's personnel policies and may be removed from office pursuant thereto. In no case shall the office be occupied by someone deemed ineligible under the State's Incompatible Offices statute (17 V.S.A. Section 2647).

Primary Responsibilities and Duties

1. Acts as the Town's principal staff member responsible for implementing the policy and programmatic directives established by the Selectboard and for supervising the overall operations of the Town and is responsible to the Selectboard in such matters. The Administrator shall keep the Selectboard informed of all important matters involving the Town and shall make reports and recommendations to the Board as it so directs or as the Administrator deems advisable.
2. Attends all meetings of the Selectboard except when the Administrator's compensation, evaluation, or removal is being considered, or when the Selectboard allows or requests an absence.
3. Acts as a liaison between the Selectboard and other Town boards, commissions, committees, officials, and employees as required. Serves as an ex-officio member of all standing committees of the Town, with the right to attend and participate in all meetings but has no vote in any such committee. The Administrator shall not be expected or required to attend all such meetings but shall use their judgment under guidance of the Selectboard to determine the appropriate level of their participation and support to such committees.
4. Prepares, in coordination with the Town's Treasurer and with input from all departments, commissions, committees and various entities funded by the Town, an annual budget for the Town; submits the budget to the Selectboard for review and approval and is responsible for its administration after adoption except where other entities are responsible by statute or Selectboard policy.
5. Works with the Treasurer to assure that regular budget reports and a preliminary year end budget report are furnished to the Selectboard in a timely manner. Works with the Treasurer to administer a system of accounts to facilitate good budget management and records.
6. Assists and cooperates with the annual outside audit conducted at the direction of the Selectboard.

7. Supervises the gathering of information for and preparation of the annual Town Report for distribution in accordance with statute prior to Town Meeting and includes such other information as the Selectboard may direct.
8. Acts as the general purchasing agent for the Town subject to the Purchasing Policy adopted by the Selectboard.
9. Assists the Selectboard in supervising and managing the efficient operation of all departments and functions of the Town except for the Town Clerk, Delinquent Tax Collector, and Treasurer, including but not limited to the road, general administration, and planning and zoning.
10. Acts as the Selectboard's agent in the supervision of employees. Advises and assists the Selectboard regarding the appointment and hiring of employees, determination of salaries and wages, management of benefits, and evaluation, discipline, or discharge of employees. The Selectboard will endeavor to work through the Town Administrator in its direction and supervision of all employees.
11. Supervises all human resources functions of the Town.
12. Acts with the approval of the Selectboard, as the Town's agent in the signing of contracts, agreements, purchase orders, legal, and similar matters.
13. Prepares long range planning documents or capital plans as directed by the Selectboard and with input from various departments and committees.
14. Assists in the development of policies for the general direction of Town affairs at the request of the Selectboard.
15. Ensures that all Town ordinances and policies are enforced.
16. Serves as a liaison between the general public and the Selectboard.
17. Acts on behalf of the Town in administering any grants received by the Town as approved by the Selectboard.
18. Prepares agendas for Selectboard meetings in coordination with the Selectboard Chair and assists the Selectboard to ensure that all requirements of Open Meeting Laws are met.
19. Supervises the Town's official website.
20. Assures that arrangements for all aspects of Town Meetings that are not the responsibility of the Town Clerk as statutory supervisor of elections are made.
21. Supervises and manages the proper use, scheduling, efficient operation, and maintenance of the town office and town properties. Assists the Highway Department in the management of the town garage.

22. Serves as a representative of the Selectboard in contact with local, state, and federal agencies and officials in matters pertaining to the Town.
23. Assists the Selectboard in developing and maintaining a list of projects, priorities, and an action program for the Town.
24. Performs all other duties as assigned by the Selectboard.

Desired Qualifications, Abilities and Skills

- B.S or B.A. Degree preferred, with a course of study in public or business administration, political science, or equivalent subjects.
- Minimum of five years’ experience in a multifaceted organization with responsibility for planning, coordinating, and communicating on a wide variety of issues, or three years’ experience in local government planning or administration, or equivalent experience in business or government preferred. A combination of the above qualifications may be acceptable as determined by the Selectboard.
- Knowledge of municipal finance, accounting, and budgeting.
- Knowledge of state and federal laws and regulations affecting municipal governments including but not limited to finance, public works, elections, planning, personnel practices, access to public records and open meetings.
- Ability to interact positively with local citizens, the media, other town officials and employees.
- Ability to work effectively with local, regional, and state agencies and officials, local businesses, and non-profit organizations.
- Commitment to the Town's goals and objectives as determined by its voters, Selectboard, commissions and committees.
- Ability to communicate effectively, both orally and in writing.
- Ability to work proficiently with computers, software, and other tools that are essential to efficient conduct of the Town Administrator's responsibilities.
- Ability to conduct legal research and present findings, and to assist the Selectboard in the management of legal matters in which the Town is a participant.
- Ability to manage and resolve conflict.

- Ability to think creatively and analytically, to evaluate alternative solutions to a given problem and offer objective recommendations.
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge.
- Ability to coordinate, direct and supervise staff as assigned by the Selectboard.
- Ability to organize and use time effectively and handle multiple responsibilities simultaneously.
- Ability to keep accurate, organized records.
- Ability to work independently without direct supervision.
- Ability to manage confidential information in a professional and legal manner.
- Ability to listen to and accept criticism.
- Interest and willingness to attend appropriate training to maintain and improve skills.
- Positive attitude and ability and willingness to collaborate as part of a team.

Working Conditions

This job is an exempt, salaried position as defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions. It is recognized that there is considerable time required outside normal office hours both in the field and to attend various meetings.

Acknowledgment

The undersigned employee hereby acknowledges that I have received and read this job description.

Employee Signature

Date