

## **Fairfield Town Administrator Job Description**

**Position Title:** Town Administrator

**Employment Category:** Fair Labor Standards Act Exempt

**Reports to:** The Town Selectboard

### **General Summary:**

This job description highlights the fact that the position is fairly new and the duties and functions of the Administrator may change over time.

### **Town Administrator:**

The Town Administrator's mission is to support the Selectboard in carrying out their duties and responsibilities to the ultimate benefit of the Town of Fairfield. To that end, the Town Administrator is responsible for planning, organizing, directing, and coordinating the affairs of the Town in areas not directly the responsibility of others, for assisting the Selectboard in developing policies for the general direction of Town affairs, for planning long-range programs for Town Departments, and responsible for the performance of administrative and technical duties as assigned by the Selectboard.

The Administrator is also the Selectboard's direct representative and is responsible for general oversight of Town business in accordance with Selectboard policy and directives. It is critical that effective coordination and communication be maintained and promoted with the Town Clerk, Treasurer, the Highway Foreman, Road Crew, Librarian, Zoning Administrator, Listers, Grantwriter and the Animal Control Officer in the form of a working partnership. The Administrator does not have direct supervisory responsibility over any employees, except as specifically authorized or requested by the Selectboard.

Work is performed independently within general policies established by the Selectboard.

### **Essential Job Functions:**

- The Town Administrator is responsible to the Selectboard and will attend the meetings of the Selectboard. Direct assistance to the Selectboard shall include, but not be limited to, the following: To carry out the decisions, policies, regulations, programs and plans of the Selectboard and to cause duties required of the town not committed to the care of any other officer or employee to be duly performed and executed, which may include signing forms, reports, requisitions and other documents. Where immediate action is required, and such a decision involves a significant policy issue, the Administrator shall first seek the concurrence of the Selectboard chair, who may elect to convene a special meeting, but in any case, they shall act in accordance with Selectboard policy;
- To coordinate with Department Heads concerning town buildings and town lands, equipment, tools, and other property, to keep the same in good repair, and to propose replacements or additions as needed to the Selectboard for their approval;
- To have general oversight of administrative functions, except those exercised by other elected town officers or employees, including interaction with members of the public, answering questions and making referrals;
- Ensure that the essential functions of the town are carried out where action is needed, required or desirable prior to a scheduled Selectboard meeting, up to and including authorizing orders on the general fund of the town for regular and necessary expenditures as established by the Selectboard's policies. The Administrator shall report such actions to the Selectboard at the next scheduled meeting. Where action requires an expenditure of funds exceeding an amount previously authorized by the Selectboard, the Administrator shall first seek the concurrence of the Selectboard chair, who may elect to convene a special meeting of the Selectboard;
- Open and read Selectboard correspondence. Notify Selectboard the Selectboard chair of any correspondence requiring immediate action. Summarize and organize materials into a written report for the Selectboard and distribute to the Selectboard and Town Clerk (and any other parties identified) prior to the meeting;
- Develop Selectboard meeting agendas (in consultation with the Chair and Selectboard Secretary);
- Coordinate with the Town Clerk on the posting of meeting agendas and minutes for the Selectboard and all other boards, commissions, committees, etc. in town, that are subject to Vermont's Open Meeting Law;
- Research topics of concern and prepare action recommendations as requested by the Selectboard;
- Serve as a representative of the Selectboard or as designated (primary) Selectboard contact in communications with Local, State, Federal and other agencies in matters pertaining to the Town;

- Coordinate with the Town Attorney and serve as the primary point of contact for the town in legal matters pertaining to the jurisdiction of the Selectboard;
- To assist with the preparation and administration of town ordinances, policies and regulations as appropriate and to develop and maintain a comprehensive list of all town policies, ordinances, regulations and other pertinent documents;
- Act as liaison between the Selectboard and other boards, committees, officials, and employees as identified by the Selectboard, so as to foster cooperation and communication. At a minimum, read the minutes of all identified boards and committees to identify any issues that might warrant Selectboard involvement. Attend any meetings as appropriate or requested by the Selectboard;
- Work with auditors in the annual audit, including compiling requested information, performing all required journal entries and writing the Management's Discussion and Analysis.
- Develop and maintain a list of projects, appropriate priorities, and action program, including a time/due-date calendar;
- Research funding sources and where authorized, assist in the preparation of grant applications and administer approved grants, including final closeout and reimbursement request;
- Assist Selectboard in using their time and facilities most effectively;
- Assist Selectboard in fulfilling their responsibilities regarding the Town's financial programs, including preparing the annual budget and providing monthly financial reports. Work with the town departments to solicit initial budget comments and suggestions for consideration and approval by the Selectboard, and provide reports as requested;
- Investigate methods for improving cost control and containment and increasing efficiency of Town services. Institute such methods as approved by the Selectboard.
- Develop and maintain a record keeping system in compliance with the Open Meeting Law.
- Prepare and execute requests for bids, proposals, quotes, legal notices, announcements and want ads.
- Provide new employees with benefit information, job descriptions and employee policy. Set employee up in the payroll system and with all new hire documentation and administer benefit programs;
- Maintain employee files and perform human resource duties, including assisting the Selectboard with employee discipline and documentation, managing drug and alcohol testing, motor vehicle checks and all other duties as assigned according to the employee policy.
- Perform bi-weekly payroll and associated payroll reporting;
- Perform bi-weekly accounts payable and prepare warrants in anticipation of Selectboard meetings;
- Manage and update the Town's official website: [www.fairfieldvermont.us](http://www.fairfieldvermont.us);
- Assist Town Clerk in setting the tax rate to cover the annual budget.
- Maintain leases and proper insurance on town properties.
- Perform such other tasks and assume such other responsibilities and "special projects" as the Selectboard may assign or delegate.

### **Community and Economic Development:**

The Administrator will liaison with and assist the Fairfield Grantwriter Committee at the direction of the Selectboard. The Administrator shall liaison and assist such other boards and commissions, committees, community and business groups as directed by the Selectboard. The Administrator will seek out and explore opportunities and means to aid Fairfield in projects listed as priorities by the Selectboard.

The Administrator will identify possible funding sources for proposed or approved projects and provide information to the appropriate boards as above. If authorized by the Selectboard, the Administrator will seek funding as appropriate in support of projects.

### **Essential Job Functions:**

- Coordinate, implement and administer approved projects and grants related to highways, community and economic development;
- Identify and pursue any and all funding sources to support approved projects;
- Act as the primary responsible person for preparing, submitting and administering grants on behalf of the Town;
- Administer grants and act as Project Manager, including preparation of required reports and supporting documentation;

- Compile studies, reports, plans and other pertinent information on community and economic development initiatives;
- Promote inter-organizational communication between local, county and state stakeholders. Keep current on county, state, and federal initiatives.

**Desired Skill Sets:**

- Knowledge of public administration, with particular reference to municipal administration, including the basic principles of organization, budget preparation and budget management;
- Knowledge of Town organization and functions;
- Knowledge of the relationships within local government and other levels of government;
- Knowledge of research methods and techniques utilized to assemble, organize, and present in written or oral form statistical, financial, or factual information derived from a variety of sources;
- Knowledge of the laws, ordinances, and other requirements governing local government;
- Knowledge of bookkeeping and accounting;
- Knowledge of human resource laws and management;
- Computer and spreadsheet literacy, good writing and presentation skills.
- The Town Administrator will be selected with special reference to experience in the area of business, financial, or municipal management; knowledge and familiarity with local, state and federal government procedures.

**Qualifications:**

- Bachelor's Degree in Business or Public Administration or related field, or
- Minimum of five years of experience in an advanced administrative capacity in either a municipal or business environment
- Proven ability to deal with the public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm, and knowledgeable
- Such alternatives to the above qualifications as the Selectboard may find appropriate and acceptable.

**Working Conditions/Physical Demands:**

The hours of the position will be established by the Selectboard. Work is full time salaried and requires non-regular hours. This time will include attending regular and work session meetings of the boards and such others as required by the Selectboard.

**Term of Employment:**

Hired by the Selectboard after interviews, background and reference checks. Terms of employment, compensation, and benefits set by the Selectboard. Six-month probationary period a condition of employment. Job offer subject to reference and background checks.

**Compensation and Benefits:**

Salary/benefit package to be negotiated with the Selectboard annually and based on satisfactory job performance.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External or internal applicants, as well as position incumbents, who become disabled as defined by the Americans with Disabilities Act, must be able to perform the essential job functions (as listed above) either unaided or with the assistance of reasonable accommodation to be determined by the Selectboard on a case by case basis.**