TOWN OF EAST MONTPELIER
JOB DESCRIPTION: TOWN ADMINISTRATOR

Summary of Position: The Town Administrator is a highly responsible administrative and supervisory position overseeing the overall operations of the Town under the direction of the Selectboard. The Town Administrator implements Town programs, policies, and procedures as directed by the Selectboard and performs complex duties requiring critical thinking and decision making and an understanding of the needs and obligations of the Town. The Town Administrator provides support to the Selectboard in meeting its responsibilities and manages the work of other Town employees and appointees.

The position is a 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 for a minimum of forty hours per week. It is recognized that considerable time is required outside normal office hours both in the field and to attend various meetings.

Appointment and Supervision: The Town Administrator is appointed, supervised, and may be removed by the Selectboard. The Town Administrator is subject to the Town's Personnel Policy.

Primary Duties and Responsibilities:

1. Act as the chief administrative officer of the Town, carry out the policies and decisions of the Selectboard.
2. Attend all meetings of the Selectboard. The Administrator shall keep the Selectboard informed of all important matters involving the Town and shall make reports and recommendations to the Board.
3. Perform all other duties required by statute, regulations, Town policies and ordinances, or by resolution of the Selectboard.
4. In conjunction with the Town Treasurer, prepare and manage annual Town budget, financial program, and Capital Reserve Plan for review by the Selectboard.
5. Serve as Town liaison and contact with state and federal agencies, other municipalities, Town Attorney, and residents regarding Town matters and questions.
6. Oversee the gathering of information for and preparation of the annual Town Report for distribution in accordance with statute prior to Town Meeting and including such information as the Selectboard may direct.
7. Work with the Treasurer to assure that monthly budget reports and a preliminary year end budget report are furnished to the Selectboard in a timely manner.
8. Responsible for the efficient and well-managed operation of all departments and functions of the Town, excluding the school.
9. Work with the Treasurer to administer a system of accounts to facilitate good budget management and records.

10. Act as the Selectboard's agent in the supervision and management of Town employees and appointees. Advise the Selectboard and make recommendations regarding the appointment and hiring of employees, the setting of salaries and wages, the management of benefits, and the discipline or discharge of employees.
11. Review, evaluate, and draft policies and administrative regulations, and make recommendations to the Selectboard.
12. Responsible for risk management activities for the Town, including preparation of liability coverage applications, insurance audits, and coordination of health and safety issues for Town officials and employees.
13. May with the approval of the Selectboard, act as the Town's agent in the signing of contracts, purchase orders, legal matters, Revolving Loan Fund loan closings, and similar matters.
14. Prepare long range planning documents or capital plans as directed by the Selectboard and with input from various department heads and committees.
15. Researching and preparing grant applications and managing the distribution and implementation of grant funds and activities.
16. Prepare agendas for Selectboard meetings in cooperation with the Selectboard Chair. The Town Administrator shall make such arrangements for all Town Meetings that are not the responsibility of the Town Clerk as the statutory supervisor of elections.
17. Oversee the proper use, scheduling, and maintenance of public buildings and property.
18. Maintains the Town's official Web site with support from Town staff.
19. Other duties as assigned by the Selectboard.

Desired Qualifications: BA/BS in related field, and master's degree preferred in public or business administration, finance, accounting, law, or equivalent subjects. Five years' experience in local government planning or administration, or equivalent experience in business or government. Combinations of the above qualifications or other qualifications may be acceptable as determined by the Selectboard. Excellent organizational skills and written and verbal communication skills. Ability to successfully manage multiple tasks and responsibilities.

The above information is intended to describe the general nature of the Town Administrator position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements; the position expectations are subject to change, with or without notice, at any time. This job description is neither an employment contract nor a promise of work for any specific length of time.

The Town of East Montpelier is an Equal Employment Opportunity employer.

Approved: East Montpelier Selectboard, February 26, 2024