

Town of New Durham, NH

POSITION: Town Administrator

DEPARTMENT: Administration

FLSA STATUS: Exempt

REPORTS TO: Board of Selectmen

JOB SUMMARY

The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen. The Town Administrator manages Town employees and coordinates the Office of the Select Board and other agencies under the control of the Select Board, and establishes effective working relationships among all town boards, commissions, departments, employees, and committees. Public relationships and interpersonal skills are necessary in order to effectively carry out the Board's policies and directions. The Town Administrator represents the Town of New Durham and is the "face" of their local government.

SUPERVISION RECEIVED

The Town Administrator receives general supervision and policy direction from the Board of Selectmen. The incumbent exercises a considerable degree of independent judgment, and performance is evaluated by the Board based upon the achievement of specified goals and objectives.

SUPERVISION EXERCISED

The Town Administrator exercises direct supervision of employees of the Selectmen's office and provides general supervision to department heads under the control of the Board of Selectmen. Department heads and other employees report to the Board of Selectmen through the Town Administrator.

EXAMPLES OF ESSENTIAL DUTIES

(Except as specifically noted, the following functions are considered essential to the position. The listed examples of essential duties may not include all duties associated with the position of Town Administrator.)

- 1) Carries out the direction and policies from the Board of Selectmen.
- 2) As the Human Resources Officer, supervises all personnel and activities under the jurisdiction of the Board of Selectmen.
- 3) Submits to the Board of Selectmen annually, a written performance evaluation of all department heads and managerial employees that come under the jurisdiction of the Board of Selectmen; reviews any other laws, rules, regulations, and procedures and provides recommendations to the Select Board for compliance as needed.
- 4) Receives, investigates, and responds to citizen complaints directed to the Board and coordinates with appropriate departments, Boards, or Committees to resolve the issue successfully and reports to the respective Board status of resolution.

- 5) Supervises the preparation of all budgets; reviews all such budget requests and makes appropriate changes before presentation to the Board of Selectmen and the Budget Committee.
- 6) Develops with the Town Financial Manager, Select Board, and the Budget Committee, projections of all revenues, expenditures, and available funds each fiscal year prior to developing the proposed annual budget or the summary budget message.
- 7) Submits to the Select Board and, following Select Board review, files with the Budget Committee a proposed budget for the ensuing fiscal year with a summary budget message and supporting documents. The summary budget message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline any major changes from the current year in financial policies, expenditures, and revenues and the reasons for such changes. The budget shall provide proposed expenditures for both current operations and capital projects during the ensuing year.
- 8) Supervises purchasing activities, preparation of bid documents, and negotiates and administers contracts as requested by the Board of Selectmen while adhering to all Town purchase policies.
- 9) Ensures the adequacy of all types of insurance coverage including fire, casualty and liability insurance on all Town property and Town officials.
- 10) Keeps abreast of any 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.
- 11) Prepares or oversees the preparation of grant applications and coordinates grant proposals to ensure that each proposal is consistent with Town policies.
- 12) Establishes the agenda for and supervises responsibility for accurate records of all Selectmen's meetings. Assures minutes are written and maintains appropriate files for all non-public meetings.
- 13) Attends all meetings of the Board, providing background information and recommendations on all pertinent matters.
- 14) Acts as liaison officer between the Board of Selectmen and other Boards, Committees, Commissions, and Town Officials. May represents the Selectmen before other Boards and Committees when they deem it appropriate.
- 15) Coordinates with the Board of Selectmen and Budget Committee and Town Counsel the preparation of the Warrant for all Special and Annual Town Meetings.
- 16) Advises the Board of Selectmen on all matters affecting personnel.
- 17) Acts as Compensation Agent, Affirmative Action Officer, and Handicapped Access Coordinator for the Town.
- 18) Supervises the preparation of the Annual Town Report.
- 19) Keeps the Board of Selectmen informed on all matters affecting the Town as a result of any legislative action by the State or Federal Government.
- 20) Performs other legally permissible administrative duties and services as the Board of Selectmen may assign.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- ❑ Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel.
- ❑ Knowledge of modern human resources, finance, contract negotiations, and purchasing practices and procedures.
- ❑ Knowledge of state statutes dealing with Town Administration.
- ❑ Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations;
- ❑ Ability to delegate responsibility; ability to speak, write and communicate effectively;
- ❑ Ability to establish and maintain effective working relationships with Town officials, employees, and the public.
- ❑ Knowledge of municipal financial reporting and accounting practices.
- ❑ Skill in human resource administration functions such as hiring, firing, promoting, training, etc.
- ❑ Strong familiarity with Town Office administrative procedures.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in Public Administration or related field with a minimum of five years progressively responsible experience in municipal or other management deemed relevant by the Select Board. Graduate studies may be substituted for up to two years of executive experience.

TYPICAL PHYSICAL REQUIREMENTS

Must be able to assist in performance of inspections or site visits under all climatic conditions such as extreme heat and cold, high winds, rain, and snow. Typical work surfaces include, but not limited to concrete, wood, tile, carpet, difficult terrain, asphalt, and soil. May have exposure to fumes, noise, copier toner, cleaning fluids, electronic equipment, and other hazards associated with any type of municipal work.

Primary Physical Requirements

Lift up to 10 lbs	Frequently Required
Lift up to 25 lbs	Occasionally Required
Lift 26 – 50 lbs	Rarely Required
Over 50 lbs	Not Required
Carry up to 10 lbs	Frequently Required
Carry 11 – 25 lbs	Occasionally Required
Carry 26 – 50 lbs	Not required
Carry over 50 lbs	Not required
Reach above shoulder height	Occasionally Required
Reach at shoulder height	Frequently Required
Reach below shoulder height	Occasionally Required
Push & Pull	Frequently Required

Hand Manipulation

Grasping, Handling, Fingering Controls, & Equipment fax	Frequently Required Computer, telephone, typewriter, copier, calculator, machine
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Other Physical Considerations

Twisting and Bending	Occasionally Required
Crawling	Not Required
Squatting	Occasionally Required
Kneeling	Not Required
Crouching	Not Required
Climbing	Not Required
Balancing	Not Required.

Cognitive & Sensory Requirements

Talking	Necessary for communicating with others
Hearing	Necessary for receiving instructions and queries
Sight	Necessary for doing job effectively and correctly
Tasting and Smelling	Not Required