

Town of Warren, Vermont

Town Administrator

Job Description: Warren Town Administrator

FLSA Status: Full-time / Salaried 37.5 hours/week

Reports To: Warren Select Board Majority directed by the Chair.

Work Hours: In general, regular work week hours are 8:30 a.m. to 4 p.m. Monday through Friday.

Town Administrator's role:

The Town Administrator's mission is to support the Select Board in performing their duties and responsibilities as per State statute to the ultimate benefit of the Town of Warren. 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 Select Board in developing policies for the general direction of Town affairs, for planning long-range programs for Town Departments, and the performance of administrative and technical duties as assigned by the Select Board.

The Administrator is also the Select Board's direct representative and is responsible for general oversight of Town business in accordance with Select Board policy and directives. It is critical that effective coordination and communication be maintained and promoted with the Town Clerk, Treasurer, Zoning Administrator, Librarian, and Highway Foreman 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 Select Board.

Character Attributes

The Town Administrator shall possess or have the willingness to gain the following attributes:

Ability to represent the interests of the Town in an unbiased, effective, and appropriate manner.

Interact with all stakeholders, the public, town employees, and volunteers, other town commissions and boards, state and federal representatives in a manner that is respectful, empathetic, and confident .

Demonstrate empathetic listening in all interactions while representing the Town.

Be an effective team member, maintain a positive attitude, and be able to handle conflict by engaging in healthy discussions to resolve issues.

Administrative Duties:

The Town Administrator shall, on an ongoing basis, maintain administrative oversight of the following functions and duties, as directed by the Warren Select Board, to provide for the proper daily operation of the Town of Warren. Additional administrative tasks may, at times, be required of the Town Administrator, as per the direction of the Select Board. This outline is not necessarily intended to be all-inclusive.

- The Town Administrator will attend all announced and emergency meetings of the Select Board.

Direct assistance to the Select Board shall include, but not be limited to, the following:

- To help coordinate efforts with and between all departments, as such, the Town Administrator must understand the general workings of all various town assets including town buildings, townlands, town-owned equipment, tools, and other property, town projects, grant availability, and application.
- The office of the Town Administrator must function as a conduit for information to flow from the various departments to the Select Board.
- Function as liaison between the Select Board and the Town Staff, carrying out decisions, policies and plans approved by the Select Board. To have general oversight of administrative functions, except those exercised by other elected town officers, department heads, or employees. This also includes interaction with members of the public and or taxpayers while answering questions and making referrals.
- Assists Select Board in fulfilling their responsibilities regarding the Town's financial programs, including the Annual Budget, Capital Budget and Plan, annual Town Report, and monthly financial reports. Work with the Town Treasurer and all other Town Departments to solicit initial budget comments and suggestions for consideration and approval by the Select Board.
- Research and present findings on grant opportunities to the Select Board. Write grant applications as directed and administer awarded grants.
- Perform such other tasks and assume such other responsibilities; including signing documents, forms, requisitions and "special projects" as the Select Board may assign or delegate.

Requirements of Work:

- Knowledge of intergovernmental relations, finance, accounting, and budgeting relating to municipal management.

- Knowledge of State statutes affecting municipal governments including, but not limited to, financial, public works, and personnel practices.
- Strong communicator, orally and in writing.
- Accurate, timely, and organized record keeper.
- Independent initiative-taker who organizes and uses time effectively. .
- Able to exercise sound judgment and discretion in the handling of sensitive information. Able to listen to and accept criticism and can communicate and work well with others.

Qualifications: A college degree is preferred but work experience will be considered in lieu of degrees. At least three years of administrative experience, preferably in a setting with experience that reflects the demands of this position.

Licenses: Possession of a valid Driver's license and a vehicle to use when traveling on town business.

Compensation: Range \$45K – \$70K - Commensurate with experience.

Physical demands/Work Environment: This is primarily an office-based job in an active municipal office setting. The employee must occasionally lift up to 30 lbs. The employee may occasionally be required to perform moderate physical effort and must be comfortable on a construction site.

EQUAL EMPLOYMENT OPPORTUNITY

The Town of Warren is an Equal Employment Opportunity employer.