

Town Administrator- WTA

Job Description: Warren Town Administrator (WTA)

FLSA Status: Full-time / Salaried

Reports To: Warren Select Board

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

ADMINISTRATIVE DUTIES;

The Warren Town Administrator is an employee of the Town of Warren and works under the direction and supervision of the Warren Select Board (hereafter WSB) which is vested with certain decision making, fiscal and administrative powers and responsibilities as per the applicable laws of the State of Vermont. The WSB has the legal capacity to hire and to delegate certain administrative functions of the Town of Warren to a Town Administrator, whose duties and responsibilities are as outlined below. It shall be clearly understood that the WSB retains the right to exercise these same administrative functions if or when it might become deemed necessary or in the Town of Warren's best interest. And, that while delegating certain administrative functions to the Warren Town Administrator (hereafter WTA), all matters of policy and fiscal expenditure shall remain firmly and entirely with the jurisdiction of the WSB.

OUTLINE OF ADMINISTRATIVE DUTIES

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

- The WTA will attend all announced and emergency meetings of the WSB. Direct assistance to the WSB shall include, but not be limited to, the following:
 1. To carry out the decisions, policies, regulations, programs and plans of the WSB as duly voted.
 2. 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.
 3. When more immediate action may be required, and such action requires a decision involving significant policy issue, the WTA shall first seek the concurrence of the WSB chair, who may elect to convene a special meeting. In any case, however, the WTA shall act in accordance with WSB policy as duly approved.
- To generally help coordinate efforts with and between all departments As such, the WTA must understand the general workings of all various town assets including: town buildings, town lands, town owned equipment, tools, and other property, town projects, grant availability and application.

- The office of WTA must act as a conduit for information to flow from the various departments to the WSB
- Act as a liaison between the WSB and the Town Staff in general. 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.
- Insure that the essential functions of the town are carried out where action is needed, required or desirable prior to a scheduled Select Board meeting, up to and including authorizing orders on the general fund of the town for regular and necessary expenditures as established by the WSB'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 WSB
- Open, date stamp, and read WSB correspondence. Notify the WSB chair of any correspondence requiring immediate action. Summarize and organize materials into a written report for the WSB and distribute to the WSB and Town Clerk (and any other parties identified) prior to the meeting
- Develop WSB meeting agendas (in consultation with the Chair)
- Maintain the town's website. Coordinate with Town Clerk/Treasurer on the posting of meeting agendas and minutes for the WSB and all other boards, departments, commissions, committees, in town, that are subject to Vermont's Open Meeting law
- Research topics of concern and prepare action recommendations as requested by the WSB
- Serve as a representative of the WSB or as designated (primary) WSB 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 WSB
- Be fully informed and knowledgeable of town policies, ordinances, plans and their implementation. Recommend updates and revisions to the WSB
- Additional duties which may be required and assigned include: acting as liaison or providing direct assistance to Health Officer, Animal Control officer, Constables, Emergency mgmt., as may be required or directed
- Act as Town Safety and Compliance Officer to insure compliance with applicable rules, codes and regulations (VOSHA, MSH, SCPPC, Fire Safety and Electrical Code, etc.) which the town is subject to. Review the status of the town's compliance with all rules and regulations and report to the WSB for action any areas of non-compliance on an ongoing basis
- Develop and maintain a list of projects, appropriate priorities, and action programs, including a times/due date calendar;
- Administer all town insurance policies including, but not limited to: review of current coverage, implementing necessary changes, and recommending changes and implementation when required by changes in State or Federal law;
- Assist WSB in using their time and facilities most effectively;
- Assist WSB 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 Town treasurer and all other Town Departments to solicit initial budget comments and suggestions for consideration and approval by the WSB.
- Research and present findings on grant opportunities to the WSB. Write grant applications as directed and administer awarded grants
- Perform such other tasks and assume such other responsibilities and "special projects" as the WSB may assign or delegate
- Develop and maintain record keeping system in compliance with the State of VT's Open Meeting Law.

Requirements of Work:

- Knowledge of intergovernmental relations, finance, accounting and budgeting relating to municipal management.
- Knowledge of State affecting municipal governments including, but not limited to, financial, public works, and personnel practices.
- Able to represent the interests of the Town effectively and appropriately.
- Able to deal with the employees, the public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm and knowledgeable while under possible stressful situations.
- Possess a positive attitude and be an effective team member able to manage and resolve conflict and to direct and supervise staff as needed.
- Strong communicator, orally and in writing.
- Accurate, timely and organized record-keeper.
- Independent self-starter who organizes and uses time effectively. Exceptional ability to multitask.
- Able to exercise sound judgement and discretion in the handling of sensitive information. Able to listen to and accept criticism and have the ability to communicate and work well with others.
- Working knowledge of MS office including Word, Excel, Power point as well as experience with NEMRC and other basic computer and web skills.
- Possess broad knowledge of materials, methods, equipment and techniques commonly used in the various activities of Town departments.

Qualifications:

Must have a high school degree. A college degree in public administration, political science, business management or relevant discipline is preferred and/or a minimum of three years' experience in an administrative or managerial capacity in either municipal government or business, or a combination of equivalent experience as the WSB deems sufficient.

The WTA will exhibit a commitment to the Town's goals and objectives as determined by its voters, current WSB, and commissions. The WTA will also exhibit initiative, leadership, and judgement in the administration of all affairs placed in his/her charge.

Licenses:

Possession of a valid Drivers license and a vehicle to use when traveling on town business.

Compensation:

Commensurate with experience. This is a full-time salary position; flexible schedule requires night meetings and attendance at all WSB meetings. Some travel is required. Benefits are subject to the terms and conditions of the Personnel Policy and any other policies duly adopted by the WSB.

Physical demands/Work environment:

This is primarily an office-based job in an active municipal office setting. While performing this job, the WTA is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and buildings. 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.