

Town of Charlotte

JOB DESCRIPTION

Town Administrator

Job Title: Town Administrator

Qualifications:

Baccalaureate degree in public administration or similar field and
a minimum of 5 years of experience in a municipal leadership position or
Masters degree in business or public administration and a minimum of 2 years of
experience in a municipal leadership position
Experience with municipal budgeting and accounting practices
Competence in using office software (Word, Excel, NEMRC, Power Point)
Strong administrative and organizational skills
Excellent written and oral communication skills
Ability to work well with people
Ability to work with limited supervision

Job Summary

The Town Administrator works as the Selectboard's agent in performing the administrative work of the Town. The Town Administrator is the principal representative of the Selectboard and is charged with carrying out programs, policies and procedures as approved by the Selectboard.

Specific duties and responsibilities

1. Assist with the development and management of Town budgets, including capital expenditures.
2. Assist the Selectboard with negotiating contracts, agreements and purchases.
3. Research and prepare reports on a wide-range of Selectboard issues to be used as analytical comparisons in the decision-making process.
4. Serve as immediate supervisor for employees who otherwise report to the Selectboard, including to the review and signing of Town employee time sheets.
5. Coordinate the hiring of new employees and other Human Resources activities, including the coordination of grievance, discipline and communication processes.
6. Implement personnel policies and ensure compliance. Arrange for Selectboard approval of updates as needed.
7. Implement performance management systems adopted by the Selectboard and coordinate annual performance evaluations.
8. Recommend pay policies and benefit programs and implement, as approved by the Selectboard.
9. Coordinate the recruitment of volunteers for Town commissions and committees and other Selectboard appointees.
10. Coordinate the engagement of contracted services such as HVAC services, cleaning services and minute takers.
11. Review town policies and propose updates as needed.

12. Attend Selectboard meetings and prepare for Selectboard meetings by drafting agenda. Research and distribute relevant background material in a timely manner prior to Selectboard meetings.
13. Research and seek out additional funding sources for the Town such as grants, low interest loans and government or non-profit programs. Where appropriate and with Selectboard approval, apply for and facilitate such grants, loans, and programs as may benefit the Town. Administer such grants on behalf of the Town.
14. Track affordable housing grantees income requirements and compliance.
15. Carry out decisions of the Selectboard, as directed.
16. Act as liaison and contact person between the Town and federal and state agencies, other municipalities, organizations and non-profits, the Town attorney and individuals.
17. Provide administrative support for Town committees and commissions, as needed.
18. Other duties as assigned by the Selectboard

Supervised by: Selectboard

Supervises: Town Planner/Zoning Administrator
Planning and Zoning Administrative Assistant
Recreation Coordinator
Senior Center Coordinator
Animal Control Officer
Constable

Hours: This is a permanent full-time position approved for 40 hours per week.
The position is exempt under the Fair Labor Standards Act.

Salary: Commensurate with qualifications and experience.

Approved by the Selectboard on November 25, 2013