

TOWN OF BRISTOL
Job Description

Town Administrator

Job Summary: The Town Administrator is a highly responsible administrative and supervisory position overseeing the overall operations of the Town under the direction and at the discretion of the Selectboard. The Town Administrator shall be subject to the Town's personnel policies, but also may be subject to the terms of a contract negotiated between the Selectboard and employee.

Essential Duties and Responsibilities:

1. Act as the chief executive officer of the Town and carry out the policies established by the Selectboard and be responsible to the Selectboard in such matters.
2. Attend all meetings of the Selectboard except when the Administrator's compensation, evaluation, contract or removal is being considered, or when the Selectboard allows or an absence is requested. The Administrator shall keep the Selectboard informed of all important matters involving the Town and shall make reports and recommendations to the Board as it so directs or as the Administrator deems advisable.
3. Be an ex-officio member of all standing committees of the Town, with the right to attend and participate in all meetings, but shall have no vote in any such committee.
4. Perform all other duties required by his/her employment contract, Town policies and ordinances, by state statute or by resolution of the Selectboard.
5. Prepare, with input from all subordinate department heads, an annual budget for the Town, which included the water, sewer and police districts; submit it to the Selectboard for review and approval, and be responsible for its administration after adoption; except where other entities are responsible by statute or Selectboard policy.
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. Be responsible for the efficient and well-managed operation of all departments and functions of the Town with the exception of the schools and library, including but not limited to the road department, police department, recreation department, fire department and water and sewer districts.
9. Be the general purchasing agent for the Town with the exception of the schools and library, subject to the Purchasing Policy adopted by the Selectboard.
10. Work with the Treasurer to administer a system of accounts to facilitate good budget management and records.

11. Act as the Selectboard's agent in the supervision of employees. Advise the Selectboard and make recommendations in regard to the appointment and hiring of employees, the setting of salaries and wages, the management of benefits, and the discipline or discharge of employees. The Town Administrator may reprimand and suspend employees subject to the provisions of the Town's Personnel Policy. The Administrator may delegate to subordinate employees any duties conferred upon the Administrator unless otherwise directed by the Selectboard. The Selectboard will work through the Town Administrator in the direction and supervision of all employees. In no case shall individual Selectboard members give orders publicly or privately to any department head or employee of the Town who is under the supervision of the Town Administrator.

12. 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.

13. Prepare long range planning documents or capital plans as directed by the Selectboard and with input from various department heads and committees.

14. Be responsible for developing policies for the general direction of Town affairs at the request of the Selectboard.

15. Ensure that all Town and special service district ordinances are enforced.

16. Serve as a liaison between the general public and the Selectboard.

17. Act on behalf of the Town in making application for and the administration of any grants applied for and received by the Town or special service districts after Selectboard approval.

18. 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.

19. Oversee the proper use, scheduling and maintenance of public buildings and property.

20. Act as the Emergency Management Director (EMD), and work with the Emergency Management Deputy and Coordinator to create the Local Emergency Operation Plan and other strategies for preparedness.

21. Other duties as assigned by the Selectboard.

Qualifications: Bachelor's or Master's Degree preferred, with a preferred course of study in public or business administration, finance 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.

Knowledge, Skills and Abilities

- Knowledge of intergovernmental relations, finance, accounting, and budgeting in relation to the field of municipal management;
- Knowledge of state and federal statutes affecting municipal governments including but not limited to, financial, public works, and personnel practices;
- Ability to work effectively with local, regional, and state agencies, non-profit organizations and town citizens;
- Commitment to Town's purposes and objectives as determined by its voters, Selectboard, and commissions
- Ability to communicate effectively, both orally and in writing, with a proficiency in public speaking;
- Ability to work with multiple interests on behalf of taxpayers, voters, and other stakeholders;
- Ability to conduct and interpret legal research, and present findings;
- Ability to manage and resolve conflict;
- Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques, and offer objective recommendations;
- Ability to exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge;
- Ability to direct and supervise staff;
- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously;
- Ability to keep accurate, organized records;
- Ability to work independently without direct supervision
- Ability to manage confidential information in a professional manner;
- Ability to listen to and accept criticism;
- Attend appropriate training to maintain and improve skills;
- Have a positive attitude and work well as part of a team;
- Ability to positively interact with the general public, other town officials and employees, volunteers and the media.
- Ability to oversee construction and infrastructure projects.
- Ability to handle small building maintenance tasks, such as, but not limited to, snow removal, installation of storm windows and screens, changing lightbulbs, etc.

Working Conditions: This job is a salaried position as defined in the Town's Personnel Policy. It is expected to be performed under normal office conditions for a period of forty to forty-five hours per week. It is recognized that there is considerable time spent beyond the normal working hours both in the field and at various meetings.

Adoption: This job description was reviewed and adopted by the Bristol Selectboard on March 24, 2014, then amended on March 20, 2017.