



TOWN OF BERLIN, VERMONT

Washington County

Department: Administration

Position Title: Town Administrator

Supervisor: Selectboard

Supervises: Assistant Town/Zoning Administrator, Treasurer,
Highway Department, Police Department and
Water/Sewer Divisions

Job Summary:

The Town Administrator serves as a representative of the Selectboard. Performs administrative duties for the Selectboard to include performing complex duties requiring considerable decision making and a thorough knowledge of the needs and responsibilities of the Town and its departments.

General Expectations:

The Town Administrator is appointed by a majority of the Selectboard and is subject to their authority. The position of Town Administrator is a full time position. He/she shall present an open, friendly, cooperative, and neutral attitude toward members of the public, the Selectboard and all other town officials at all times. He/she shall remain neutral in all matters concerning the Town of Berlin. The Administrator shall be called to recommend or give general advice to the Selectboard, neither through public challenge nor any other means to undermine its authority.

Specific Duties and Responsibilities:

The Town Administrator shall serve as described in his/her employment contract at the discretion of the majority of the Selectboard, The duties of the Town Administrator shall be determined by the Selectboard and may include but are not limited to the following:

- Carries out the decisions of the Selectboard and perform administrative duties, some of which may be of a confidential nature.
- Assists the Selectboard to perform their duties effectively by providing effective staff support and/or service.
- Reviews and prepares correspondence, memoranda, reports and other materials as required for the Selectboard.
- Reviews all Town bills, invoices and purchase orders to verify and ensure proper payment of Town obligations.
- Maintains consistent office hours and be available to answer questions from the Public regarding matters that require a thorough knowledge of the activities of town government and works with appropriate boards and officials to handle these matters.
- Acts as liaison and coordinate information between the Selectboard and other Town boards, officials and employees as required.
- Serves as the contact person and liaison between federal and state agencies, other municipalities, organizations, Non Profit groups and the Town attorney.
- Attends state, regional and local meetings as a representative of the Selectboard.
- Implements and facilitates policy for the Selectboard.
- Collects information relating to issues facing the Town and analyzes, interprets and summarizes it for action.
- Performs and executes duties required of the Town and enforces the ordinances and bylaws of the Town not specifically delegated to other or committed to the care of any particular officer.
- Researches and seeks 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, applies for such grants, loans and programs as may benefit the Town and administers such grants on the Town's behalf.
- Investigates methods for improving cost control and containment and increasing efficiency of Town services. Institutes such methods as approved by the Selectboard.
- Assists the Selectboard with contract negotiation, agreements and purchases as requested.
- Assists other Town departments with their duties as requested by the Selectboard.
- Coordinates and manages various central personnel management functions; reviews, recommends and drafts personnel and workplace policies; oversees to ensure compliance with relevant laws and regulations; assists with general employee relations functions, such as answering employee questions and investigating and resolving various personnel problems; administers the wage and salary plan.
- Reviews and coordinates employee benefit programs, assists as needed with daily administration tasks, and keeps informed of changes in the marketplace;
-

- researches and analyzes alternatives and makes related recommendations for changes in Town benefit programs.
- Consults with the Selectboard on personnel matters, has the authority to make recommendations and to communicate the directions of the Selectboard. □ Develops and maintains a list of projects appropriately prioritized and a “to do list” of outstanding items identified at Selectboard meetings with action programs.
- Develops and maintains skills required for routine computer use, (spreadsheets, word processing, database, email and internet.
- Establishes and maintains sound and efficient office management procedures, including compiling and updating a procedures manual, employment policies and inventory of supplies.
- Prepares and administers bid requests, request for approvals, quotes, legal notices, announcements and want ads.
- Signs orders on the general fund of the Town for regular and necessary expenditures as established by the Selectboard.
- Acts as the general purchasing agent of the Town, according to the requisition of the various departments and offices.
- Assumes charge and supervision of all Town buildings and lands, equipment, tools, and other property to keep the same in good repair and to propose replacements or additions as needed.
- Works with the Selectboard to develop and oversee the Town budget.
- Makes presentations as needed at meetings.
- Performs other tasks and duties requested by the Selectboard.

Qualifications:

Bachelor’s degree preferred from an accredited college in Business Administration, Public Administration or equivalent.

A minimum of two years of experience in an administrative or managerial capacity in either government or business or a combination of equivalent experience as the Selectboard deems sufficient.

Ability to establish and maintain harmonious working relationships with other employees and the public in a manner that is diplomatic, firm and knowledgeable.

General knowledge of Vermont Town Government and the duties and responsibilities of the Selectboard.

Familiarity with and knowledge of programs and agencies that directly affect the town whether federal, state, regionals or private.

Must have good planning and administrative skills.

Must have excellent research, analytical and writing skills with relevant experience in developing policies and procedures and in interpreting complex law and regulations.

Disclaimer:

The above information is intended to describe the general nature of this position and is not considered to be a complete statement of duties, responsibilities and requirements.

07/2014