

TOWN OF DANVILLE

JOB DESCRIPTION

Town Administrator

Department: Selectboard

FLSA Status: Exempt Non-Exempt **Full-time** Part-time

Reports To: Selectboard

Approximate Work Hours Per Week: 40

OBJECTIVE/PURPOSE

The Town Administrator is a highly responsible, team-oriented individual who works in close coordination with the Selectboard and other Town employees in the administration of all operations of the Town of Danville.

The Town Administrator is appointed by the Selectboard and is directly accountable to the Selectboard and shall present an open, friendly, cooperative, and neutral attitude toward members of the public, the Selectboard and all other town officials at all times.

The Town Administrator will exhibit a commitment to the Town's goals and objectives as determined by its voters, Selectboard, and commissions and will exhibit initiative and sound judgement in the administration of all affairs placed in their charge.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serves as the Selectboard's top administrative officer, performing professional, administrative, technical, and supervisory duties in working with the Selectboard to oversee Town departments, activities and projects.
- Serves as a liaison and coordinator between elected and appointed Town officials, boards and commissions, employees, volunteers, and citizens.
- Acts as the Highway Department Administrator, planning and overseeing all municipal highway operations, with the assistance of the Onsite Highway Supervisor.
- Acts as the Municipal Utilities Administrator.
- Supports the Fire Chief in maintaining personnel, incident, training, and meeting records and reporting; maintaining apparatus/equipment logs and inventory records; preparing annual reports, budgets, and compliance filings; and tracking finances invoices, and grants.
- Acts as the Town Emergency Management Director per 20 V.S.A. § 6.
- Acts as the Town Health Officer per 18 V.S.A. § 602a.

- Attends all Selectboard meetings and serves as the Clerk of the Board, preparing all agendas, minutes, documents, and information for each meeting. Posts all agendas and minutes according to Open Meeting Law.
- Facilitates and supports capital planning, execution of municipal projects and initiatives as directed by the Selectboard.
- Be fully informed and knowledgeable of Town policies and ordinances and plans their implementation, recommending updates and revisions as necessary.
- Serves as chief procurement officer in overseeing supplies, materials, and equipment. Supervises the bidding process according to the Town of Danville Purchasing Policy.
- Assists the Selectboard in researching and applying for grants that support the Town's capital projects and long-term initiatives.
- Oversee the proper use, scheduling, and maintenance of public buildings and properties.
- If qualified and able, may be asked to provide ancillary support to the Highway Department.

KNOWLEDGE, SKILLS, CHARACTERISTICS AND ABILITIES

- Ability to establish and maintain harmonious, cooperative working relationships with any and all municipal personnel and the public in a manner that is diplomatic, firm, and knowledgeable.
- Knowledge of state and federal statutes affecting municipal governments.
- Ability to communicate effectively in writing, on the phone, and in person.
- Ability to accept constructive criticism graciously.
- Ability to conduct research and interpret and present findings.
- Exhibit initiative and sound judgment in the administration of all responsibilities placed in Town Administrator's charge.
- Ability to use time effectively and manage several significant responsibilities concurrently and produce high-quality deliverables on time.
- Ability to maintain accurate records in a timely manner and handle confidential matters appropriately.
- Ability to assess and plan for both long-term and short-term needs of the municipality.
- Ability to be creative and analytical; to analyze alternatives using appropriate tools and techniques and offer objective recommendations.
- Knowledge and proficiency with Microsoft Products including Word, Excel, and PowerPoint.
- Working knowledge of general office equipment, computers, and relevant applications.

EDUCATION, TRAINING AND EXPERIENCE

- 5 years' experience in local government planning and administration, or equivalent experience in business or government.
- Considerable knowledge of municipal operations, intergovernmental relations and Vermont municipal law.
- Management experience preferred.

LICENSES / CERTIFICATIONS

Possession of a valid Vermont state driver's license.

