

## **TOWN ADMINISTRATOR**

### **General Statement of Duties**

Under the Mayor-Board form of government, the employee is appointed by and serves at the pleasure of the Town Board and is the Town's chief administrative officer. As such, the employee shall perform highly responsible professional and supervisory functions in planning, organizing, supervising, directing and coordinating all municipal activities for the Town. Work is performed under the general direction of the Town Board and is evaluated through periodic conferences, observation of results achieved, and review of records.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes, develops, and oversees the day-to-day operations of the town government, zoning oversight, and economic development including branding and marketing of the town. The employee supervises all department heads and town operations in cooperation with the Mayor and Board. The employee works in developing policies for consideration of the Board and implements policies and programs as directed by the Board. Work requires sensitivity to the needs of the total municipal organization, support to management in the research and budgetary tasks, and use of sound judgment in decision making and in maintaining confidentiality. Work is performed under the general supervision of the Board and Mayor and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Plan, organize, direct, supervise, and coordinate the overall operations of all departments to ensure the smooth, effective, efficient operation of municipal government.

With recommendations of each department head: Hire, suspend, or remove all employees except the Town Clerk, Public Works Director and Police Chief, nor anyone elected by the people in accordance with such general personnel rules, regulations, policies or ordinances as the Board may adopt.

Recommend to the Town Board adoption of a pay and compensation philosophy and policy, which will guide the administration of the compensation system.

Serve together with the Mayor as a working representative of the Town to other governmental entities, community groups, citizens, and the media.

In conjunction with the Mayor and Town Board develops a branding and marketing strategy for the town and implements its messaging.

Recruits new business and economic investments to the Town.

Represent the Town in a variety of meetings, conferences and other governmental functions at the local, regional, state and federal level; represents Town in interaction with the citizens, other agencies, media, private business, non-profit entities, community groups, and other governmental units at various local, state and federal levels.

Interpret, explain, and answer questions on Town ordinances for the public, news media, and Town staff.

Review administrative practices, identifies the need for any change, and leads any change.

Makes recommendations to and carries out the policies of the Town Board.

Research, develop and recommend policy alternatives to the Town Board; prepare reports the Board may require concerning the operations of town departments, offices, and agencies subject to his/her direction and control.

Works with the Finance Officer developing, presenting, and administering the annual operating and capital budgets to include reviewing departmental fund requests, performing budget analysis, developing and presenting budgetary recommendations, and ensuring the satisfying of all legal requirements.

Make on-site visits to observe departmental activities to assess operational efficiency and effectiveness.

Consult regularly with department heads, the Town Board, legal staff, state officials, regional and community entities, and other contacts for information and ideas which support the betterment of the Town.

Consult with the Town Attorney regarding legal affairs.

Request proposals from insurance entities and makes recommendations to the Town Board on insurance coverage for the Town.

Conduct a search and makes a recommendation to the Town Board for a Certified Public Accountant/Auditor each fiscal year to prepare the Town financial statements, conduct an audit, and an otherwise complete report of the finance activities for the preceding fiscal year as provided by the law; submits this related work product to the Town Board and makes available to the public.

Work with the Town Staff and Town Board to develop agenda items, background materials, and presentations for the governing body.

Recommend to the Town Board adoption of such measures necessary or expedient for the health, safety or welfare of the Town or the improvement of Town services.

Attend all meetings of the Town Board, advisory boards and committees.

Perform related duties as needed and/or directed by the Town Board.

### Recruitment and Selection Guidelines

#### Knowledge, Skills, and Abilities

Considerable knowledge of the laws, rules, and regulations which apply to policies and practices in municipal government in North Carolina. This will include the trends, legislation, policies, and regulations being required of municipal government.

Considerable knowledge of the laws, principles, practices and techniques of governmental budgeting and accounting in municipal administration, and of federal, state, and local laws and policies governing fiscal operations.

Considerable knowledge of supervisory, management, and administrative principles and practices.

Considerable knowledge of the needs, principles, practices, and resources for the application of technology in a municipal environment, including Microsoft Office Suite.

Considerable knowledge of marketing and branding strategies and opportunities for municipal governments and/or organizations.

Skill in economic development.

Skill in collaborative conflict resolution, problem-solving, public contact, and public relationships.

Ability to effectively plan, supervise and coordinate the activities, personnel, and functions of a municipal operation.

Ability to help develop long term plans and goals for the Town and provide management with target dates, costs, and implementation strategies.

Ability to draft policies with appropriate justification and implementation strategies and

procedures.

Ability to problem-solve in difficult circumstances with limited resources and significant conflict.

Ability to analyze facts, programs, trends, and costs and develop recommendations and comprehensive reports in oral and written forms.

Ability to communicate effectively with managers, other government officials, employees, and the general public; ability to speak in public.

Ability to maintain the confidentiality of certain activities and management discussions where appropriate.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to communicate effectively in oral and written forms.

Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public.

Ability to deal courteously yet firmly with the public.

Ability to effectively communicate, motivate, train, and supervise subordinate personnel.

### Physical Requirements

Must be able to physically perform the basic life operational functions of fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.

Must possess the visual acuity to analyze data and figures, operate a computer terminal, and do extensive reading.

### Desirable Education and Experience

Graduation from an accredited college or university with a master's degree in public or business administration, or related experience and at least two years experience in town management, economic development, financial management, human resource management, marketing/brand development, or closely related public sector activities, or

Graduation from an accredited college or university with a bachelor's degree in public or business administration, political science, or related field and at least four years of experience in financial and human resource management, public policy, economic development, or related public sector activities, including supervisory experience, or

Equivalent combination of education and experience.

### Special Requirements

Possession of a valid North Carolina driver's license.

Primary residency must be within 25 miles of the Town of St. Pauls town limits.