

Revised 07/31/2018

**BRIEF JOB DESCRIPTION:** Serves, at the pleasure of the Board of Selectmen, as the chief administrative officer of the Town. Responsible for carrying out the duties and responsibilities assigned by the Board. Manages and coordinates the Office of the Board of Selectmen, supervises day-to-day Town operations, administers the personnel policies of the Town, and oversees the financial and purchasing functions of the Town. Serves as the Board of Selectmen's liaison with Town department heads and employees. Establishes effective working relationships with all Town boards, commissions, committees, and departments.

**SUPERVISION RECEIVED:** Exercises a considerable degree of independent judgment subject to general supervision and policy direction from the Board of Selectmen. Performance is evaluated through conferences with the Board of Selectmen and is based upon the adequacy of reports to the Board of Selectmen, adherence to the administrative procedures and policies of the Town government promulgated by the Board, and achievement of specified goals and objectives established for the position by Board.

**SUPERVISION EXERCISED:** Provides administrative direction to all department heads. Supervises the staff of the Office of the Selectmen/Administration, which includes the Finance Office, and Town department heads as directed by the Board of Selectmen. Prepares performance evaluations for those employees, including department heads, under his direct supervision, and recommends the employment and termination of personnel, including recommending to the Board disciplinary action when appropriate to do so. Prepares letters of commendation for the Boards signature.

**DUTIES AND RESPONSIBILITIES:** The performance of the following tasks/functions is required in meeting the expectations for the position as described: *(NOTE: The listed examples are illustrative only and may not include all duties found in this position.)*

1. Researches and recommends policy alternatives to the Board of Selectmen. Implements policies by providing administrative direction to department heads and staff.
2. Administers and implements the personnel functions of the organization. In consultation with the Board of Selectmen and department heads, coordinates employee hiring, evaluations, promotion, and discipline. Recommends appointments and dismissals to the Board of Selectmen. Recommends staffing levels and personnel policy revisions to Selectmen.
3. Assists department heads with the formulation of their annual operating and capital budgets and coordinates the preparation of the same for presentation to and the review, modification and adoption by the Board of Selectmen, Budget Advisory Committee, and Town Meeting. Reviews monthly revenue, expenditure and other relevant financial reports to ensure compliance with appropriations and provides reports to the Board of Selectmen.
4. In consultation with the Board of Selectmen, establishes and coordinates town purchasing policies and directives. Reviews all purchase requests for consistency with the purchasing policies and submits same to the Board of Selectmen for its approval when appropriate.

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5. Serves as principal liaison between Board of Selectmen and the public, media, and other public officials. Prepares news releases, meets with media, other public officials, and the public to explain policies and procedures.
6. Coordinates and administers all Town legal matters. Assists Town Counsel with the collection and review of material for preparation in legal matters. Recommends, with the advice and consent of Town Counsel, legal strategies for approval by the Board of Selectmen.
7. Attends all Selectmen's meetings and the meetings of other Board and Commission as required by the Board of Selectmen. Formulates the agenda and provides the Selectmen with pertinent supporting data. Coordinates and schedules public hearings in accordance with state and local rules and regulations.
8. Supervises daily functions of the Offices of the Board of Selectmen/Administration/Finance, assuring the quality of the organization's accounting and financial reporting, and information management functions.
9. Responsible for the preparation of the Town Report, Town Ordinance, warrants, and amendments. Coordinates the preparation and completion of all reporting requirements for the Town, State of New Hampshire, and Federal Government.
10. Works with the Board on annual goals and objectives for review and approval by the Board of Selectmen. Develops and implements the strategies for the implementation of said goals and objectives and reports thereon to the Board for continuous review. Provides strategic planning and makes recommendations on policy development and implementation for review and action thereon by the Board of Selectmen.
11. Works with the Land Use Department to ensure consistency in the enforcement of land use regulations and assessing practices. Provides, with the assistance of the Town Planner, advice to the Planning Board and Board of Selectmen on policy initiatives in the area of land use and regulation.
12. Updates and keeps Board of Selectmen informed regarding all of the above-listed duties.
13. Performs other related duties as directed by the Selectmen.

**SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** A person in this position will possess the following:

1. Thorough knowledge of public administration principles, including personnel, financial, and general management principals, policies, and practices.
2. Thorough knowledge and understanding of Town policies and procedures, Town ordinances, and Federal and State laws and regulations governing town and municipal affairs.

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3. Considerable knowledge of modern office management, personnel administration, governmental accounting, statistics, and bookkeeping methods.
4. Ability to:
  - a. plan, organize, assign, supervise, inspect, and coordinate the work of professional, technical and support personnel.
  - b. delegate responsibility.
  - c. prepare comprehensive studies, to analyze problems, prepare and present technical and statistical reports, and to formulate recommendations.
  - d. develop implement, and evaluate administrative policies and procedures.
  - e. negotiate and resolve disputes effectively.
  - f. exercise creativity and initiative in resolving Town problems and issues in the course of carrying out administrative responsibilities.
  - g. exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen.
  - h. communicate effectively, both orally and in writing.
  - i. establish and maintain effective working relationships with Town employees; the business community; state, regional, and federal officials; and the general public.

**PHYSICAL DEMANDS:** Employee is frequently required to sit, stand, talk, hear, use hands with manual dexterity to operate standard office equipment, handle or operate controls, reach with arms, and maneuver oneself into constrained spaces within an office environment. Must have the cognitive and sensory ability to be able to communicate effectively with the general public. Occasionally required to lift or move up to 25 pounds and must have good vision and ability to adjust and focus on close vision.

**MINIMUM QUALIFICATIONS REQUIRED:** Bachelors degree in Public Management, Business Administration, or related field; Master's degree preferred; five (5) years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills and abilities.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needs of the employer and requirements of the job change.

**STARTING SALARY:** Commensurate with the qualifications and/or experience of individual selected.