

## TOWN OF ROYALTON, VERMONT



### Position: Town Administrator

Reports To: Royalton Selectboard

Department: Selectboard, Finance

Status: Salaried

Hours: M-F 8am-4pm plus meetings

### POSITION OVERVIEW (appointed position)

- Serve as the principal support for the Royalton Selectboard and liaison between the board and other involved parties. Work closely with the Selectboard to manage the day to day administration of the town by providing administrative support, advising on policy and decision making, and presenting the Board's decisions to external audiences, as necessary.
- Ensure effective town operations and communications among departments, residents, and other interested parties through working closely with elected and appointed officials, town employees, and regional, State and federal partners.
- Reports to Royalton Selectboard.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administration
  - a. On an ongoing basis, assess the Town's needs. Together, with the Selectboard and department heads, implement short and long term planning based upon those needs.
  - b. Identify problems and opportunities, analyzing options and offering recommendations to the Selectboard. As directed by the Selectboard, represent interests of the town before local, regional, State, and federal officials, community leaders, town employees and the general public.
  - c. Be fully informed and knowledgeable of town policies, ordinances, plans and their implementation. Recommend updates and revisions to the Selectboard.
  - d. Provide administrative support to town departments.

- e. Develop and maintain sound and efficient office management procedures including compiling and updating a procedure manual, personnel policies, and job descriptions.
- f. Prepare the town's annual report.
- g. Prepare and execute requests for bids, proposals, spot quotes, legal notices, announcements, and want ads; assist town departments with same.
- h. Administer all town insurance policies including, but not limited to: review of current coverage, implementing necessary changes, and recommending changes and implementation when required by changes in State or federal law.
- i. Identify and attend appropriate training opportunities to maintain and improve skills.
- j. Assist town employees with town matters and encourage professional development.
- k. Supervise and coordinate maintenance of town-owned facilities.
- l. Manage the town's official website.
- m. Ensure coordination and communication of information between and among all municipal personnel, including elected and appointed officials and employees.
- n. Administer effective personnel and human resources decisions and policies, including permanent employee screening, hiring, supervision, professional development, evaluation, discipline, and dismissal, and maintenance of all personnel records.
- o. Provide effective conflict resolution between employees, elected officials, and members of the public when necessary.
- p. Prepare annual town reports and other reports as needed.
- q. Serve as purchasing and correspondence agent and risk manager for town.
- r. Other duties as assigned by Selectboard.

## 2. Financial

- a. Research and present findings on grant opportunities to the Selectboard; write grant applications as directed, and administer awarded grants.
- b. Plan, prepare, present and monitor the budget and expenses during each fiscal year and provide periodic budget status reports to the Selectboard.
- c. Assist and review all department heads' annual budget proposals and facilitate their submission to the Selectboard.
- d. Investigate and recommend to the Selectboard methods for improving cost control and containment and increasing efficiency of Town services. Institute such methods as approved by the Selectboard.
- e. Annual Audit work (grant monitoring review, CPA audit and workers

- comp audit.
  - f. Monthly Bank Reconciliations and adjusting journal entries.
  - g. Assist Town Treasurer with annual property tax collection and biannual wastewater billing.
  - h. Develop and implement annual Town budgets and long term capital plans, and ensure adequacy of financial controls.
3. Public Relations
- a. Provide public information to the media upon request.
  - b. Be responsive to complaints, criticisms, and suggestions of citizens, taxpayers, and businesses.
4. Policy and Law
- a. Communicate with federal, State, regional and local officials on behalf of the Selectboard, informing the Selectboard of relevant changes in policies and law that will affect the Town.
  - b. Pursue questions of legal nature with the Vermont League of Cities and Towns or the Town's attorney(s) as necessary.
  - c. Be informed about any legal proceedings, questions, or cases that affect or involve the Town.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of intergovernmental relations, finance, accounting, and budgeting relating to municipal management.
- Knowledge of State and federal statutes affecting municipal governments including, but not limited to, financial, public works, and personnel practices.
- Able to work effectively and interact positively with local, regional, and State agencies, non-profit organizations, Town citizens, the media, volunteers, employees, and other stakeholders.
- Possess a positive attitude and be an effective team member able to manage and resolve conflict and to direct and supervise staff as needed.
- Strong communicator, orally and in writing; proficient in public speaking.
- Skilled in conducting and interpreting legal research and in presenting findings.

- Able to analyze alternatives and offer creative, objective recommendations.
- Accurate, timely, and organized record-keeper.
- Independent self-starter who organizes and uses time effectively; ability to multitask.
- Careful guardian of confidentiality.
- Able to listen to and accept constructive criticism.
- Working knowledge of E-tek Accounting Software, MS Office Suite including Word, Excel, PowerPoint as well as other basic computer and web skills.

## **QUALIFICATIONS**

- A degree in public administration, political science, or business management and/or a minimum of three years' experience in an administrative or managerial capacity in either municipal government or business, or a combination of equivalent experience as the Selectboard deems sufficient.
- The selected candidate will exhibit a commitment to the town's goals and objectives as determined by its voters, Selectboard, and commissions and will exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge.