

## **TOWN ADMINISTRATOR/TREASURER – JOB DESCRIPTION**

Hired by: Select Board

Weekly Hours: 40 hours

Reports to: Select Board

Supervision Responsibilities: Tax Collector, Town Clerk, Code Enforcement Officer, Assessing Agent.

### **Nature of Work:**

The Administrator is charged with executing the policies and procedures put forth by the Board of Selectmen and the Town Meeting. The Administrator shall act in such capacity as the Board of Selectmen may direct in municipal, state, federal, and other policy issues affecting the Town.

### **Essential Duties and Responsibilities:**

- Carries out the directives of the Select Board; prepares reports and written recommendations as part of these activities.
- Attends meetings of the Select Board, preparing and providing supporting documents and information pertinent to agenda items; accomplishes minutes of the meeting.
- Serves as the liaison between the Select Board and personnel. Acts as Personnel Director for the Town; evaluates and directs the Town's staff.
- Monitors the budget and all financial affairs of the Town; receives budget requests from the Fire Chief and works closely with Select Board to develop a comprehensive budget.
- Administers the yearly operating budget and capital improvements budgets, submitting regular reports to the Board on the status of the Town's budget.
- Responsible for implementing all Select Board's policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Board policy mandates.
- Facilitate and process General Assistance applications
- The Administrator performs such other duties as may be directed by the Select Board.

### **Requirements of Work:**

- Knowledge of municipal management, municipal government, programs, community problems, and decision-making processes.
- Knowledge of municipal financial management and accounting procedures, budgeting and investments.
- Knowledge of the statutory Treasurer's responsibilities as practiced in the State of Maine.
- Knowledge of application process for state and federal grant programs.
- Knowledge of state and federal programs and decision-making processes.
- Knowledge of the principles of personnel administration.
- Working knowledge of purchasing principles and practices, including the bid process.
- Working knowledge of computers, including word processing and data entry.

- Ability to communicate effectively orally and in writing, including research capability and reporting ability.
- Ability to maintain positive relations with town personnel and to direct, supervise and motivate staff.
- Ability to organize and use time effectively and to be creative and analytical.
- Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

**Training and Experience Required:**

Considerable experience in a responsible position of a managerial nature, preferably in local government. A background in financial management and accounting, budget preparation and accounting, personnel management, administrator/organizational development, human relations skills. A degree in public administration or related field or any equivalent combination of experience and training.