

Town of Tilton

1.

Job Description: Town Administrator: Full Time Salaried, Exempt  
April 2014

## TOWN ADMINISTRATOR JOB

### SUMMARY

The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by them. The Town administrator coordinates, directs, and plans the workflow of the administrative functions of the Town and oversees the overall operation of the Town; manages the Office of the Board of Selectmen; and acts as liaison between and establishes effective working relationships with and among all elected officials, boards, commissions, departments, committees, employees, and the public. Provides general interpretation of state and local regulations, guidance and assistance to the general public. Serves as representative of the Board of Selectmen for all aspects of municipal operations and compliance with Town regulations and policies. Town Administrator is the representative of the Board of Selectmen in Town Hall on a daily basis.

### SUPERVISION RECEIVED

Performs the duties and responsibilities as prescribed by the Board of Selectmen. Assumes responsibility for developing and achieving the Board of Selectmen's goals and objectives.

### SUPERVISION EXERCISED

Is responsible for the supervision of the Town administrative staff. Provides administrative support services to other elected and or appointed town officials and agencies in the performance of their public responsibilities. Is responsible for the coordination of scheduling and functions of Town boards and agencies. Assigns duties to, instructs, oversees and evaluates administrative employees. Functions as the Board of Selectmen's liaison with department heads and Town employees. Copies of all information shall be provided to the Town Administrator so that the Board of Selectmen can be kept advised of the workings of the Town Hall.

### PRIMARY DUTIES

Carries out the directives of the Board of Selectmen and also exercises independence in carrying out job responsibilities.

Responsible for the management and coordination of all administrative staff functions in the town offices to support and implement the decisions and policies of the Board of Selectmen on a daily basis.

Advises the Board of Selectmen on all personnel matters.

Town of Tilton

2.

Job Description: Town Administrator: Full Time Salaried, Exempt  
April 2014

Serves as Human Resources Officer and Benefits Administrator; advises employees of personnel policies in the employee handbook.

Assists in collective bargaining contract negotiations.

Schedules and implements required training programs, i.e. employment law, sexual harassment prevention, joint loss management safety programs, etc.

Handles all confidential legal files, property liability claims, and workers compensation claims.

Receives, investigates, and responds to citizen complaints directed to the Board of Selectmen and coordinates with appropriate departments, boards, or committees to resolve issues successfully, or otherwise reports to the Board of Selectmen for direction.

Attends meetings of the Board of Selectmen and provides technical and general information on matters pending before the Board as needed.

Interacts closely with the Finance Director on financial matters.

Meets with Finance Director and all other department heads to review annual budget and assists in the preparation of such budgets.

Ensures Town departments adhere to the Selectmen's purchase policies.

Ensures timely preparation and filing of reports and records with other state agencies.

Coordinates the scheduling and functions of Town boards and agencies.

Ensures timely preparation of Town warrants and Town Report.

Coordinates assessing functions, including liaison with the Department of Revenue Administration to establish the annual tax rate and work closely with the contract assessor.

Answers public inquiries and resolves complaints; notifies selectmen or refers to appropriate department head as necessary.

Coordinates the management of Town buildings and grounds maintenance with the Public Works Director.

Town of Tilton

3.

Job Description: Town Administrator: Full Time Salaried, Exempt  
April 2014

Attends conferences, seminars, and meetings relating to municipal management. Keeps abreast of changes in State laws, statutes, procedures, and policies that affect the town and to learn of programs that may benefit the community.

Serves as contact person for the town.

Performs other related duties as required.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Possesses thorough knowledge of public administration, including personnel management, financial management and general management principles, policies and practices; thorough knowledge and understanding of town policies and procedures, and town ordinances. Possesses thorough knowledge of state statutes dealing with town government and administration. Ability to prepare, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and Federal officials. Ability to read, write and speak English.

#### MINIMUM QUALIFICATIONS

Bachelor's Degree in Public Administration or Accounting or another social science field; five (5) years experience in a municipal government with progressively responsible roles in administration and management; or any equivalent combination of education and/ or experience which demonstrates possession of required knowledge, skills and abilities.

#### PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

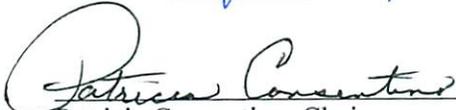
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

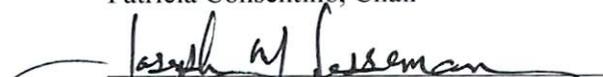
Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts, driving an automobile, etc. No special physical demands are required to perform the work.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.) The work area is adequately lighted, heated and ventilated.

TILTON BOARD OF SELECTMEN

Revised: April 10, 2014

  
Patricia Consentino, Chair

  
Joseph M. Jesseman

  
Jonathan G. Scanlon

  
Katherine D. Dawson, Vice Chair

  
Albert LaPlante