

Town Administrator

Town of Franconia, New Hampshire

The Town of Franconia, NH is accepting applications to immediately fill the position of Town Administrator to help guide and grow our 250-year-old White Mountain community.

Located in the middle of the White Mountain National Forest in scenic northern New Hampshire, Franconia is a tight-knit community of approximately 1100 residents.

The town employs a total of 13 full-time and 5 part-time employees and operates under a three-person selectboard within the traditional New Hampshire town meeting format and a current budget of \$2.1 million dollars.

Qualifications:

The successful town administrator candidate must possess a strong comprehensive knowledge of municipal financial operating systems such as QuickBooks and have an in-depth working knowledge of accounting procedures such as, but not limited to, ledger reconciliation, accounts payable and receivable, budget and CIP creation, grant administration, and state revenue and retirement system reporting. A comprehensive job description may be found on the town's website at www.franconianh.org.

Knowledge, Skills and Abilities:

A minimum of five years of demonstrated, successful municipal management experience including employee oversight is required along with a bachelor's degree in finance, public administration or a related field. Ten or more years of relevant municipal experience without a degree may be considered for the well-qualified applicant.

Additionally, the candidate must possess superior supervisory and organizational skills, excellent written, oral and interpersonal skills and a strong sense of leadership and ethics.

This is a full-time, exempt benefitted position with a salary range of \$60,000 to \$72,000 depending on qualifications. The successful candidate will also enjoy paid sick leave and vacation time in addition to 13 paid holiday/personal day(s) and a health insurance and retirement contribution package.

Resumes will be accepted beginning March 30, 2023 and the application process will remain open until the successful candidate is chosen to begin work on or about June 5, 2023. Please submit to townhall@franconianh.org or mail to the attention of Jenny Monahan, Town of Franconia, P.O. Box 900, Franconia, NH. 03580. The Town of Franconia is an equal opportunity employer.

TOWN OF FRANCONIA

JOB DESCRIPTION: **TOWN ADMINISTRATOR**

REPORTS TO: Board of Selectmen

CLASSIFICATION: Forty hours per week, exempt position

GENERAL SUMMARY:

The town administrator is the chief administrative and financial officer for the Select Board of the Town of Franconia.

This position supports a variety of professional work tasks assist the selectmen in managing town affairs and finances in accordance with municipal ordinances and New Hampshire state laws.

The town administrator oversees all aspects of the town's finances including tracking, internal controls of the fiscal records and implementation of the financial systems of the town. The town administrator is also charged with executing the policies and operating procedures put forth by the select board and the town meeting. The town administrator is responsible for the annual consolidation of a proposed budget and the administration of the budget once approved, under the auspices of the selectmen.

The town administrator advises the select board and general public on the current affairs of the town and is responsible for preparing the annual town report of the previous year's activities.

The town administrator is responsible to support positive public relations between the town and its citizens and employees, other governmental agencies and between the various town boards and commissions. The administrator will attend board, committee and commission meetings as needed. Franconia participates in a tri-town structured, cooperatively run recreation department and transfer station facility.

The town administrator will perform additional duties as may be directed by the select board, including but not limited to, grant writing, federal and state reporting and management of town employees.

SUPERVISION RECEIVED:

Works under the policy direction of the select board with considerable latitude for independent judgment and initiative. Clarification of town policy is provided by the selectboard. The town administrator shall keep the selectboard informed of any significant developments affecting the town.

SUPERVISION EXERCISED:

Exercises direct supervision and administrative direction of department heads, including development of budgets. Assists and advises the select board with hiring, evaluation, discipline, promotion and dismissal of town employees and attends regular department head meetings. Supervision of police and fire chiefs will be administered in accordance with appropriate NH state statutes.

ESSENTIAL JOB FUNCTIONS:

- **Policy**
 - Implements ordinances and policies of the Town.
 - Anticipates future needs for long range municipal planning.
 - Monitors trends and recommends new or improved policies to the Select Board.
 - Prepares and submits required reports for town, state and federal organizations.

- **Financial Administration**

- Coordinates daily, monthly and annual financial administration of municipal activities such as purchasing, contract administration, expenditures, revenue collection, grant applications/administration and annual financial audit by a certified public accountant.
 - Administers the budget within approved expenditures.
 - Oversees bid documents and submission, and contract documents after approval.
 - Oversees preparation and distribution of town financial reports to the select board.
 - Coordinates financial tasks with the town treasurer and trustees of the trust funds.
 - Maintains inventory of town assets and adequate municipal insurance.
 - Oversees billing of timber tax, current use, police detail and trash bag revenues.
 - Performs month-end and year-end financial closing activities.
 - Performs all NH Department of Revenue Administration tasks including warrant submission, MS forms and tax rate setting.
- **Personnel**
 - Recommends applicants to the select board for all town department heads.
 - The select board maintains the right to reject an applicant, but shall not select another candidate unless that candidate is also acceptable to the town administrator.
 - Approves hiring decisions for all other staff based on input from department heads.
 - Makes recommendations to the selectboard regarding staff salary structure and hierarchy, promotions, job descriptions and changes to job duties.
- **General Administration**
 - Manage and coordinates administrative activities for all staff and departments of the town including distribution of welfare relief to the poor of the town.
 - Receives, investigates and responds to complaints and coordinates response with appropriate departments, boards or committees.
 - Ensures compliance with the Americans with Disabilities Act, Affirmative Action requirements, Family Medical Leave Act, Fair Labor Standards Act, Affordable Care Act and other state and federal mandates
 - Oversees the maintenance and operation of the website, internet and computer systems.
 - Oversees assessing records and works with assessing firm to maintain annual changes, records, abatements and processes. Ensures town-wide reassessment every five years.
- **Budgets**
 - Supervises the preparation of all budgets and budget requests and amends department proposals as deemed appropriate (other than Library and Cemetery budgets). Presents budget to select board and town.
 - Works with the select boards of the Towns of Sugar Hill and Easton on Tri-Town Recreation and Transfer Station facility cooperative agreements.
 - Oversees the preparation of revenue projections, tax rate projections, budget presentations, and all materials needed for town meeting.
- **Communication**
 - Oversees regular communication with the community through various media including, but not limited to, the town website, the town report, social media, public service notices and news organizations.
 - Acts as a liaison between the select board and all other board, committees and elected officials.
 - The administrator is responsible for overseeing internal communication between departments and also with the various town boards and committees.
 - Represents the town to a variety of outside organizations.
- **Legal**
 - Communicates with town counsel and NHMA legal assistance on matters of municipal legal matters and applies guidance to matters at issue.

GENERAL QUALIFICATIONS:

- **Education, Training & Expertise**
 - Bachelor's degree in Public Administration, Business Administration, Finance or related field with a minimum of five years' experience in municipal management.
 - Ten or more years of relevant municipal experience without a degree may be considered for the well-qualified applicant.
- **Knowledge, Ability and Skill Set**
 - Possesses extensive knowledge of local government operations, administration and management practices, procedures and state and federal laws.
 - Possesses knowledge of local government policies, including human resource management and comprehensive fiscal management.
 - Creates effective working relationships with all town employees, board/committee members, officials and the general public.
 - Maintains confidentiality, integrity and tact in all situations.
 - Exhibits competency in word processing, database creation, spread sheets and other specialized municipal software.
 - Possesses excellent managerial, and oral and written communications skills.

FINANCIAL ACCUMEN:

- Oversees monthly ledger reconciliation, internal/external financial oversight and reporting.
- Oversees weekly accounts payable and receivable
- Performs month-end and year-end financial closing procedures.
- Coordinates with treasurer and trustees of trust fund on expense reimbursement
- Prepares required quarterly and all other financial reports
- Performs general ledger maintenance including transfers and journal entries
- Coordinates annual audit and assists auditors
- Performs all NH Department of Revenue Administration tasks including warrant submission, MS forms and tax rate setting.

PHYSICAL REQUIREMENTS:

The physical demands below are generally those required 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.

- Regularly required to walk, sit, talk and hear
- Operate objects, tools or controls
- Pick up paper, files and other common office objects
- May move objects up to 10 pounds
- May be required to exert moderate physical effort when reviewing town infrastructure including roads, buildings, bridges, construction sites, winter maintenance activities, etc.
- Ability to maneuver uneven terrain during all types of weather conditions.

COMPENSATION:

The Town Administrator is a full time, salaried, exempt position, which will include some weeknight and occasional weekend work. Benefits – The Town of Franconia offers a competitive benefits package for full time employees including health insurance, vacation, personal and sick days, holidays and retirement contributions. Compensation is based on qualifications and ranges between \$60,000 and \$72,000 annually.

The Town is an "at will employer" and this job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. 1