

# TOWN OF FRANCONIA

**JOB DESCRIPTION:**      **PART TIME TOWN ADMINISTRATOR**

**REPORTS TO:**              Board of Selectmen

**CLASSIFICATION:**        Twenty-four hours per week, exempt position

**GENERAL SUMMARY:**

The Town Administrator will be the chief administrative officer for the Select Board of the Town of Franconia.

This position is responsible for varied professional work as the Town Administrator assists the Select Board in managing Town affairs in accordance with Municipal Ordinances and the laws of the State of New Hampshire and of the United States. The Administrator is charged with executing the policies and procedures put forth by the Select Board and the Town Meeting. In conjunction with the Selectmen, the Town Administrator is responsible for the annual consolidation of a proposed budget.

The Administrator is charged with coordinating the Town's financial administration with its contracted finance services provider, Municipal Resources Inc.

The Administrator is charged with the responsibility of advising the Board and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Administrator is responsible for the maintenance of sound positive public relations between the Town and its citizens; between the Town and other governmental agencies; and between the various boards and commissions that make up the Town Government. The Administrator will contact the Chairperson of each Board or Commission at least once a quarter and at all times for procedural guidance and advice. The Administrator will attend Board meetings and/or Commission meetings as deemed necessary.

The Administrator performs such other duties as may be directed by the Select Board.

**SUPERVISION RECEIVED:**

Works under the policy direction of the Select Board with considerable latitude for independent judgment and initiative. Receives general supervision and policy direction from the Select Board. Questions are referred to the Board when clarification of Town policy is needed. The Town Administrator should keep the Select Board informed of significant developments affecting the town on a daily basis, e.g. town property damage, employee crisis or general news affecting Town.

**SUPERVISION EXERCISED:**

Exercises direct supervision and administrative direction of department heads, including development of budgets. Assists and advises the Board with personnel functions of hiring, evaluating, disciplining, promoting and dismissing Town employees, attends regular department head meetings. Supervision of Police and Fire Chiefs will be exercised in accordance with appropriate State Statutes.

### **ESSENTIAL JOB FUNCTIONS:**

- **Policy** – The Administrator will:
  - Carry out the direction, guidelines and policies of the Town.
  - Anticipate future needs and work with the Select Board and others to make long range plans for the Town.
  - Monitor trends, research and recommend new policies or improvements of existing policies to the Select Board.
  - Prepare routine and cyclical reports for submission to town, state and federal organizations, including the town report, with particular emphasis on keeping the Select Board informed.
  
- **Financial Administration** – The Administrator will:
  - Coordinate with MRI as necessary in order to execute the daily financial administrative functions of all activities under the control of the Select Board, including oversight of purchasing, contract administration, expenditures, revenue collection, record keeping, grant applications, grant administration and annual CPA audit.
  - Administer the budget within approved expenditures.
  - Coordinate with the other boards and committees to facilitate efficient government.
  - Serve as the approval agent for Town purchasing. Prepare public bid documents, review bid submissions and contract documents after Select Board approval.
  - Oversee preparation and delivery to the Board of regular reports of the financial situation of the Town.
  - Be responsible for tracking, maintaining and preserving town assets including maintaining adequate insurance.
  - Coordinate with appropriate staff for billing for revenues such as timber tax, current use, outside details, trash bags and others as needed.
  - Administer public assistance (welfare) as necessary.
  
- **Personnel** – The Administrator will:
  - Make the hiring recommendations to the Select Board for all town department heads.
    - The Select Board will have the right to reject a recommendation, but shall not then select a different candidate unless that candidate is acceptable to the Town Administrator.
  - Approve hiring decisions for all other staff based on recommendations of department heads. BOS should still sign employment documents for new hires, promotions/demotions and terminations/separations.
  - Make recommendations to the Board regarding salary structure and placement of existing staff within that structure.
  - Propose changes in job descriptions, titles and administrative structure to the Board.

- Maintains personnel files and records. Attends to training needs of employees; motivates and coaches staff. Advises Selectmen on personnel matters and on all matters affecting Town employees and volunteers. Ensures uniform application of the personnel policies and performance evaluations of the Town. Manages Town insurance and employee benefit programs.
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- **General Administration** – The Administrator will:
  - Manage and coordinate administrative activities for all staff and departments of the Town.
  - Receive, investigate and respond to complaints and coordinate with appropriate departments, boards or committees to respond to the issue.
  - Act to ensure 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
  - Oversee the maintenance and operation of the website, computer system and network.
  - Is responsible to see that the assessing records are up to date and various measurement ratios are within required parameters.
  - Work with assessing firm to maintain annual changes, records and process updates
  - Work with Town Assessor to conduct town wide assessment every 5 years
  - Provide Board of Assessors staffing for property tax appeals and abatement requests
- **Budgets** – The Administrator will:
  - Supervise the preparation of all budgets, reviews all budget requests and amends department proposals as deemed appropriate (other than Library and Cemetery budgets).
  - Work with the Select Boards of the Towns of Sugar Hill and Easton on Tri-Town Recreation and Transfer Station agreements.
  - Is responsible for the presentation of the budget to the Select Board and the Town.
  - Oversee the preparation of revenue projections, tax rate projections, budget presentations, and all materials needed for Town Meeting.
- **Communication** – The Administrator will:
  - Supervise and oversee regular communication with the community through various media, including, but not limited to, the Town website, the Town Report, social media, news releases and news organizations.
  - Act as a liaison between the Select Board, elected Town officials and Town boards, trustees and commissions.
  - Be responsible for overseeing internal communication between departments and also with the various town boards and committees.
  - Represent the Town to a variety of outside organizations.
- **Legal** – The Administrator will:
  - Be responsible for communication with legal authorities, including the Town's legal counsel and the free legal advice of NHMA in the administration of legal matters including preparation of the warrant for Town Meeting, economic development and general matters.
- **Other** – The Administrator will:

- Perform other related professional duties as required.

### **GENERAL QUALIFICATIONS:**

- **Education, Training & Expertise**
  - Bachelor's degree in Public Administration, Business Administration or related field plus five years' experience in municipal management or equivalent combination of experience and education.
- **Knowledge, Ability and Skill**
  - Needs the ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel performing varied operations connected with municipal government.
  - Should have extensive knowledge of local government operations, administration and management practices and procedures.
  - Should have familiarity with the wide variety of general town operations, of state and federal laws pertaining to municipalities.
  - Should have knowledge of policies which affect local government, including human resource management, purchasing, and fiscal management.
  - Must be able to establish and maintain effective working relationships with all Town employees, board/committee members, officials and the general public.
  - Must be able to recognize Town-wide priorities and work cooperatively to support their accomplishment.
  - Must have the ability to exercise judgment and discretion in applying and interpreting the policies of the Select Board.
  - Needs to be able to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity and tact.
  - Must be familiar with town office administrative procedures including competency with contemporary office applications for word processing, database, spread sheeting, presentation and internet use and have the ability to quickly learn specialized municipal software.
  - Should have demonstrated skills in working with other agencies, citizen groups and individuals in promoting the best delivery of services to the community.
  - Must possess excellent managerial, organizational, and oral and written communications skills.

### **PHYSICAL REQUIREMENTS:**

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.

- 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 part time, salaried, exempt position, which will include some weeknight and occasional weekend work. Benefits are in accordance with Town policies for part time employees.

*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.*