

Londonderry Town Administrator Job Description

Summary

The Town Administrator works as the Select Board's agent in performing the administrative work of the Town. The Town Administrator is the principal representative of the Select Board and is charged with carrying out programs, policies, and procedures as directed by the Select Board.

The Town Administrator is a full time position which requires attendance at Select Board and other evening meetings.

The Town Administrator is compensated at a rate set annually by the Select Board. The Town Administrator is subject to a six-month probationary period and annual performance reviews thereafter.

Qualifications

- Five years of experience in municipal government, or equivalent leadership experience in business or non-profit administration.
- Organization skills, and the ability to balance multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Ability to interact effectively and consistently with other government agencies, the public, and the press.
- A working knowledge of municipal budgeting and finance.
- An ability to understand and comply with local, state, and Federal laws, regulations, and requirements.
- Fluency in Microsoft Office and other common business software applications.
- Familiarity with grant writing and the management of grant funding.

Duties and Responsibilities

- Carry out the policies of the Town of Londonderry and decisions of the Select Board, as directed.
- Warn the meetings of Town boards, commissions, and committees and ensure Town compliance with applicable laws and regulations.
- Attend Select Board meetings, prepare agendas, transcribe and distribute minutes, and research and distribute information necessary to inform and support Select Board decision-making.

- Maintain Select Board files and records.
- Oversee and manage Town projects.
- Act as liaison to the Town Attorney.
- Act as liaison to law enforcement.
- Coordinate and track the training of Town employees.
- Prepare, distribute, and publish Requests for Proposals (RFPs) and manage incoming bids.
- Prepare and publish employment opportunity notices.
- Prepare and submit quarterly reports and tests results for Transfer Station septage fields to Vermont DEC, Residuals Management.
- Update content for town website, as required.
- Negotiate and manage policing contracts.
- Research and identify grant opportunities for all Town departments and write and manage grant applications as directed by the Select Board.
- Work with the Treasurer's Office to monitor expenditures, review incoming bills for accuracy, and review pay orders produced by the Treasurer for accuracy and proper line item allocation.
- Coordinate between all departments to assist with the development of annual budgets.
- Proactively identify issues and opportunities that may be of concern or interest to the Select Board and present summaries of those issues and opportunities to the Select Board for consideration.
- Conduct periodic reviews of all Town policies and procedures for completeness, consistency with best practice standards, and for compliance with applicable laws and regulations.
- Track personnel hire dates and advise department heads of due dates for performance reviews.
- Coordinate and ensure effective communications among all internal Town departments, boards, commissions, and committees.
- Coordinate and ensure effective communications with surrounding Town governments, the Regional Commission, and state and federal agencies.
- Respond to emergency management incidents and critical events.