



# TOWN OF COLUMBIA

## JOB DESCRIPTION FOR TOWN ADMINISTRATOR

**General Description:** Carries out the policy decisions of the Board of Selectmen. Supervises department heads and other employees. Directs the activities of municipal departments.

**Supervision Received:** Supervised by the Board of Selectmen. Guided by the First Selectmen.

### **Essential Job Functions:**

Manages the day-to-day operations of the municipal government.

Responsible for the compilation and management of the annual town budget, including capital budget, debt service budget, special revenue accounts, etc... Suggests transfers to the Board of Selectmen (BOS) and the Financial Planning and Allocation Commission (FiPAC). Processes transfer approvals with Finance.

Develops short-range and long-range plans.

Communicates with news media. Creates mass mailings.

Makes public presentations.

Reviews and recommends changes to town policies and procedures.

Drafts proposed regulations and ordinance for BOS approval.

Serves as liaison between the First Selectman and all agencies of the town.

When appropriate, assists the First Selectman with his/her duties.

Serves as purchasing agent. Writes, publishes and manages Requests for Proposals, Requests for Qualifications, Invitations to Bid, etc...

Serves as personnel officer. Negotiates union contracts within the parameters established by the BOS. Responds to union grievances. Coordinates employee hiring, performs employee evaluations, conducts investigations, and administers employee discipline up to but excluding termination. Recommends hiring and termination to the BOS. Administers and recommends updates to the Employee Handbook. Manages employee personnel files, medical files and workers compensation files.

Identifies, writes, submits and manages grants.

Serves as Risk Manager. Coordinates municipal insurance programs with the help of brokers and insurers.

Serves as liaison to regional, state and federal agencies.

Represents town with organizations, including but not limited to regional council of governments, regional health district, Council of Small Towns, Connecticut Conference of Municipalities, Waste/Recycling groups, etc...

Receives and responds to requests for service, general inquiries and public complaints. Keeps the First Selectman and Board of Selectman apprised of matters of significance.

Serves as staff to the BOS and FiPAC. Attends all Town Meetings, meetings of the BOS, meetings of FiPAC and meetings of the Fiscal Policy Board. Ensures proper legal notifications, minutes and agendas are provided for these meetings. Drafts memos to BOS and FiPAC in such a fashion that they have a basic understanding of matters in advance of their meetings. On occasion, attends other commission/board meeting and other activities relative to the general administration of the town.

Reviews and implements safety regulations and the monitoring of the use of safety precautions, equipment and techniques.

Prepares agendas for meetings of the BOS in conjunction with the First Selectmen.

Provides staff with training and development opportunities in order to ensure departmental success and to allow for promotion and development opportunities.

Keeps informed of significant changes in the law and potential significant changes in the law via news media and via municipal organizations such as the Connecticut Conference of Municipalities and the Council of Small Towns. When appropriate, informs town boards and commissions of significant changes or potential changes in the law.

With the approval of the BOS, offers testimony to members and committees of the State Legislature.

Supervises staff, including department heads. Holds staff meetings on a regular basis.

Coordinates and facilitates the processing of information requests.

Regulates edits to the town's website.

Sends out messages on the town's electronic notification system(s).

Performs related work as required. Requires work outside normal business hours.

**Knowledge, skills and abilities:** Considerable ability to establish and maintain effective working relationships with board members, staff, the public and officials from other towns. Highly developed organizational, negotiation, interpersonal, written and oral communication skills. Demonstrated management skills and abilities. Excellent computer skills, including, but not limited to Microsoft Office Suite, email, and web-based research and advertising. Knowledge of general principles and

practices of municipal management with respect to personnel, budgeting, risk management and purchasing. Ability to perform technical research and comprehensive studies in areas relating to municipal government. Familiarity with the State's legislative process. Considerable ability to make informational presentations to the public. Ability to work independently with little supervision.

**Physical and Mental Requirements / Work Environment:** (Required for essential duties; reasonable accommodations will be considered under the Americans with Disabilities Act; this list is not all-inclusive and may be supplemented as necessary). Must be mobile with the ability to get from one location in the office or work site(s) to other locations in and outside from the primary office or work site(s). Ability to sit and/or stand for prolonged periods of time. Ability to perform manipulative skills such as writing, using a keyboard and/or calculator with accuracy. Ability to see and read objects closely as in reading/proof reading narrative or financial reports. Ability to read plans, maps or diagrams and read from a computer monitor. Ability to hear normal sounds with background noise as in hearing, using a telephone. Ability to distinguish verbal communication and communicate through speech. Ability to communicate effectively in oral and written form. Ability to concentrate on complicated detail and complex issues for more than three hours at a time with some interruption, pressure and changing priorities. Memory to perform multiple and diverse tasks over long periods of time and ability to remember information that has been read, studied or previously learned. Ability to use knowledge and reasoning to solve complex problems. Ability to learn and apply new information, methodologies, techniques and legislation applicable to departmental activities. Ability to distinguish between public and confidential information and handle appropriately. Ability to conduct field inspections which may include traversing rough terrain. Works in typical office setting subject to interruptions, heavy traffic flow and heavy work volume expectations. May be exposed to dust and electromagnetic radiation from computer monitors. Field inspection work may include exposure to seasonal conditions in outside weather.

**Work Environment:** Work is mostly performed in an office environment. Work may occasionally be performed outside on all kinds of terrain, including woods, farms, trails and fields.

**Qualifications:** Master's degree in Public Administration, Business Administration or other related area with four years of related experience and/or training or a Bachelor's degree with six years of related experience. Must possess a valid CT driver's license.

**Note: The above description is illustrative only. It is not meant to be all-inclusive.**

<b>PRESENTED TO THE BOS</b>	<b>12/16/2014</b>
<b>APPROVED OF BY THE BOS</b>	<b>12/16/2014</b>