

TOWN ADMINISTRATOR

General Statement of Duties

Performs management, professional, and administrative duties as the Chief Executive Officer (CEO) for the town.

Distinguishing Features of the Class

An employee in this class plans, organizes, manages, directs, and implements the goals and objectives of the Town Board of Commissioners. Responsibilities include short and long range planning; day to day administration of a full range of municipal law enforcement, public works, utilities, fiscal and other systems; staffing the organization with productive employees; providing budgetary direction and guidance, capital improvement planning; and working closely with the Board of Commissioners on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and human resource management systems and providing guidance to the Board in administrative matters. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina Statutes. Work is performed under the general direction of the Mayor and Board members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

Duties and Responsibilities

Essential Duties and Tasks

Manages and supervises the departments of the Town directly or through subordinate managers; works with staff to establish long and short range goals and assure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals and helps departments enhance these goals and implement programs consistent with them.

Works with the Mayor and Board to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and Board on planning and policy development to put this vision into effect for Town services; develops agendas for Board meetings; and assures resources and supporting documentation for actions are present.

Serves as budget developer for the Town; balances budget, seeks innovative and effective methods of financing, and makes professional and reasonable recommendations for expenditures of Town's funds.

Establishes a modern human resource management program for the Town; ensures staffing of departments with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, safety, training and employee development; performance coaching and review.

Provides professional and technical advice to the Board on policy, planning, and legal matters; researches and makes recommendations on new programs, services, and initiatives.

Coordinates and works with departments in assuring policies, laws, and ordinances are workable, enforced, and fairly implemented.

Meets and speaks with community groups, citizens, and other public agencies (State, EPA, regional agencies, etc.) about specific programs, services, policies, and other issues as needed; establishes and maintains effective communications with media to keep citizens informed about the town's programs and progress.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State transportation, county, neighboring cities and towns, etc.); insures proper emergency planning and preparedness for the Town.

Demonstrates leadership and sound decision making skills in emergency and controversial

situations.

Submits periodic progress reports, annual status of goals achieved and other reports to the Town Board.

Additional Job Duties

Responds to numerous questions regarding many phases of government operations from both staff and general public.

Performs special projects and performs research for Board information.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Town Administrator, Town Board, and other public officials.

Thorough knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Thorough knowledge of the principles and practices of public finance administration and budgeting, including principles and practices of municipal accounting.

Thorough knowledge of the principles and practices of employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

Considerable knowledge of laws, policies, and current practices in a variety of phases of municipal administration including budgeting, purchasing, utilities, planning and other functional areas.

Skill in collaborative conflict resolution, meeting facilitation and public speaking.

Ability to conceive and articulate a vision of organizational excellence that inspires staff and community to high levels of achievement.

Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.

Ability to plan and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to coordinate and direct a wide variety and array of municipal services through subordinate supervisors and other staff support positions.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Board, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in public administration, business management, or related field and considerable experience in a management level with a public sector organization, preferably in a municipal environment; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

Williamston
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