

Job Description

Town Administrator

Town of Barnard

Position Summary: is a supervisory position overseeing the overall operations of the Town under the direction and at the pleasure of the Selectboard. The Town Administrator aids in carrying out municipal operations and activities necessary for the efficient, effective operation of the Town. The Town Administrator assists the Selectboard in routine matters, provides the Selectboard with necessary information for decision making and assists in the day to day operations of the Town.

Duties:

1. Provides summaries, budget information, YTDs as required by the Selectboard.
2. Responds to questions/issues from the public that don't require a formal Selectboard decision.
3. Attends Selectboard meetings, Town and Special meetings. Prepares Agenda & draft minutes and publishes as required by law.
4. Attends selected meetings as directed with other Town committees/boards.
5. Assists Zoning Administrator with Access Permits, ROW issues and other matters as required.
6. Assists Selectboard with special projects, i.e. Flood Hazard bylaws, Hazard Mitigation issues/grant, VTrans grants.
7. Assists with application and writing of various grants, tracks grant related projects, closes out grants for reimbursement.
8. Acts as Purchasing Agent for Town according to the policy established by the Selectboard.
9. Ensures enforcement of Town ordinances and policies.
10. Oversees use and maintenance of public buildings and facilities.
11. Assists the Selectboard with implementation and compliance with Solid Waste laws, oversees Transfer & Recycling Station activities and personnel. Reviews and maintains certification of the Transfer & Recycling Station and the Landfill Post Closure Plan, keeping all relevant records.
12. Assists Selectboard in communication with Town attorney, Vermont League of Cities & Towns, Two Rivers Ottauquechee Regional Commission (TRORC), VTrans District 4 office and other agencies as required.
13. Maintains the Selectboard portion of Town website, provides information about Town services and departments, make appropriate referrals, and manages the messages received by the site.
14. Retrieve, open, date stamp and prioritize mail for Selectboard, and distribute as required.
15. Maintains all active and archived paper and electronic information and files.
16. Assists Selectboard in oversight and supervision of Highway Dept.
17. Assists Road Foreman with VTrans Annual Financial Plan, Resurfacing Grant & Structures Grant applications & administration, all bids & quotes for Highway expenditures
18. Assists Highway Dept. and Selectboard in communications with VTrans, ANR DEC, TRORC, Better Back Roads Program, Vt Emergency Management, FEMA and others as required for compliance and grant administration related activities.
19. Assists with all other duties as assigned by the Selectboard.

Qualifications:

1. Knowledge of intergovernmental relations, finance, accounting and budgeting in relation to the field of municipal management.
2. Knowledge of state & federal statutes affecting municipal government including but not limited to financial, public works and personnel practices.
3. Ability to work effectively with local, regional, state and federal agencies and with non-profit organizations and town citizens.
4. Commitment to Town's objectives, ordinances and policies as determined by its voters, Selectboard and committees/boards.
5. Ability to communicate effectively both orally and in writing, and be proficient in public speaking.
6. Ability to conduct and interpret legal research and present findings to the Selectboard.
7. Ability to manage and resolve conflict.
8. Ability to exhibit initiative, leadership and judgement in the administration of all assigned tasks.
9. Ability to direct and supervise staff and employees.
10. Ability to work independently, and keep accurate, organized, paper and electronic records.
11. Computer fluency with Word, Excel, NEMREC, Adobe, PowerPoint, Outlook software.
12. Ability to professionally manage confidential information.
13. Ability to listen and accept criticism objectively, interact positively with the general public, town officials, employees, volunteers and the media.

Terms of Employment:

A part-time position filled by Selectboard following interview(s) and reference check. Compensation package commensurate with knowledge and experience. Initial evaluation by Selectboard at three, six and twelve months, with subsequent annual evaluation. The Town Administrator is an "at-will employee". This job description does not constitute an employment contract, and the position may be terminated at any time at the discretion of the Selectboard.

Contact Information:

Submit resume and related information, including references, to the Selectboard, Town of Barnard, PO Box 274, Barnard, VT 05031-0274 or email to Selectboard@BarnardVT.us.