

JOB DESCRIPTION

Job Title: Town Administrator/Treasurer
Department: Administration

General Statement of Duties: Responsible to Mayor and Town Council for the ethical administration of all affairs of the town and responsible for the financial accounting of the entire town budget in accordance with generally accepted principals and standards of accounting as defined by state and Federal regulations and as directed by the Mayor and Town Council.

Supervision Received: Works under the supervision of the Mayor and the Town Council.

Supervision Exercised: Directly supervises Court Clerk/Clerk, Utility clerk, A/P clerk, Police Chief, Electric Department Foreman, and Public Works Foreman and oversees supervision of all other town personnel.

Duties: The following list of duties is intended to be illustrative only and is not intended to be all-inclusive:

- Shall attend all meetings of the Town Council and shall provide a written report and financial report for each regular monthly Council meeting.
- Carries out directives of the Mayor and Town Council that require administrative implementation, reporting promptly to the Mayor and Town Council on any difficulties encountered.
- Establishes and maintains procedures to facilitate communications between citizens and town government to assure that complaints, grievances, recommendations, and other matters receive prompt attention are expeditiously resolved by the responsible official.
- Represents Mayor and Town Council in matters involving legislative and intergovernmental affairs when authorized.
- Works closely with department heads and supervises as directed by Mayor and Town Council to assure that department heads and employees receive adequate opportunities for training to maintain and improve job-related knowledge skills.
- Advises departments in modernizing and improving internal procedures, documenting procedures, and developing and maintaining procedures for the department.
- Provides supervisory assistance to department heads, makes recommendations for salaries and wages, and serves as a liaison between employees and Mayor and Town Council.
- Directs and promotes the development and implementation of the Town's goals, objectives, policies, and priorities as set by the Town Council.
- Through a coordinated effort with department heads, maintains the town's safety and training programs (Hazard Communication, Respiratory Protection, Confined Space, Job Hazard Analyses, Fire Protection Plans, Emergency Action Plans, etc.) and ensures that all employees are properly trained and have adequate tools and PPE to complete their tasking.

- Updates job descriptions, personnel manual, safety policies, and other pertinent documents as required.
- Administers all grant applications, quarterly and annual grant reports, and draw requests, and communicates project construction with Mayor and Town Council, project engineer, public works director, and general public.
- Oversees and manages fixed assets depreciation and replacement schedule.
- Supervises, administers, assumes responsibility, and specifically directs the entire general accounting system, payroll, accounts payable, accounts receivable, and fixed assets.
- Serves as the purchasing agent for the town, supervising all purchasing and contracting for supplies and services, and develops capital asset/replacement schedules as established by Town Council and state statutes.
- Oversees computing and preparing of payroll checks, payroll statements and reports; prepares all monthly, quarterly, and yearly tax documents.
- Oversees the development and administration of the annual budget, audits, and departmental expenditures and meets with Mayor and Town Council on budget matters.
- Forecasts funds needed for staffing, equipment, materials and supplies and manages efficiency and effectiveness of service rates and procedures and allocates resources accordingly.
- Oversees the receipt of payments for licenses, taxes, and other fees as necessary, the issuance of appropriate receipts, and keeps records of payments.
- Advises the Mayor and Town Council on methods of generating new revenue and increasing current sources of revenue, reducing current and projected costs of operations, and long-range financial planning and capital expenditures.
- Conducts audits on financial records and internal controls of all town departments, prepares for and assists independent audits of the town's financial records.
- Maintains and updates the town webpage.
- Oversees all Human Resources activities (hiring, terminations, discipline, administration of benefits, etc.).
- Maintains all personnel files and serves as the official custodian of personnel files.
- Maintains the town's insurance policies.
- Maintains all official Town records including records of meetings ordinances, resolutions, and other official legal documents; has responsibility for the safekeeping of all official town records and documents.
- Arranges for notices complying with open meeting laws to be given of all Town Council meetings
- Assists Town Attorney in preparation of ordinances and resolutions as requested by the Mayor and Town Council, or as needed.
- Prepares monthly office schedules for part-time and other office personnel
- Responds to public and other inquiries relative to department policies and procedures
- Attend meetings relevant to town business (local or out-of-area, during business or after-hours, etc.).
- Attend trainings relevant to position as funding allows.
- Evaluate performance of direct reports annually.

Required Knowledge, Skills, and Abilities:

- Considerable knowledge of administrative and procedural policies and regulations pertaining to town government.
- Thorough knowledge of modern office methods, practices, procedures, and equipment.
- Ability to effectively communicate verbally and in writing.
- Ability to direct and supervise others.
- Thorough knowledge of the principles and practices of governmental accounting.
- Ability to analyze financial and accounting reports and assist in the formulation of fiscal and budgetary policy.
- Ability to develop and implement new accounting systems and techniques.
- Ability to establish and maintain effective working relationships with employees, town officials, other departments, agencies, and the public.

Experience: Five (5) years experience in accounting (preference given to work in governmental accounting), supervising, and administrative training.

Or

Any equivalent combination of education and experience.