

TOWN OF WESTON

TOWN ADMINISTRATOR

Position Purpose:

The purpose of this position is to provide administrative leadership, guidance, direction and accountability for all municipal operations under the direction of the First Selectman, other than those responsibilities specifically given by the Town Charter to elected officers, boards or commissions other than the First Selectman. The Town Administrator is responsible for assisting the First Selectman with such administrative duties as: budget preparation, purchasing, risk management, facility management, human resources, insurance, and labor relations. The Town Administrator is required to exercise considerable independent judgment in administering and managing the department and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Performs responsible duties requiring independent judgment and initiative in planning, organizing and directing the work of the office and the administration of all Town operations. Also performs a wide variety of special management and administrative responsibilities requiring an extensive knowledge of human resource management, labor relations, purchasing, risk management, and budgeting techniques so as to achieve mandated performance criteria and to manage the town operations.

Supervision Received: Works under the general direction of the First Selectman following professional standards, procedures and policies and the Town Charter.

Supervision Given: Supervises administrative assistant and clerical staff, all department heads and indirectly their employees except the Town Clerk, Zoning/Conservation Enforcement Officer and Police Chief, including providing job direction, assigning special tasks, receiving written and verbal reports, and monitoring performance.

Job Environment:

Makes frequent contact with other municipal departments specifically department heads, First Selectman, Board of Finance, Board of Selectman, state agencies, federal agencies, regional agencies, town attorney, other municipalities, vendors, contractors and the general public; communication is frequently in person, by telephone, fax, email in writing or at meetings. In addition to normal business hours job requires flexibility as to early morning and evening municipal obligations.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Under the direction of the First Selectman, oversees all operations and overall management of the Town.
- Plans, organizes, initiates and directs municipal operating and capital budget process; develops short term and long range comprehensive financial goals; develops operating and capital budget for First Selectman; works with financial advisors, bond counsel and rating agencies; serves on Town Capital Budget Advisory Committee and attends meetings of any other committee (and when requested takes minutes) to which he/she is assigned by the First Selectman.
- Exercises fiscal authority to insure that all town departments stay within allotted budgets; approves all bills and checks issued by the Town; with data from finance director prepares financial reports for the First Selectman, Board of Selectman and Board of Finance.
- Oversees and administers purchasing policy, develops bid specifications, insures bid process is followed properly.
- Administers human resource functions such as development of job descriptions, performance appraisals, compensation schedules; recruitment, discipline, hiring and firing of employees with approval by First Selectman and Board of Selectman. Under the direction of the First Selectman, responsible for overall supervision of all administrative staff, Department Heads, and indirectly, all subordinates, including training, assigning work, and assuring safe working conditions for employees.
- Upon request by the First Selectman, serves as labor relations director by recommending negotiating strategies, serving as chief negotiator after receiving overall direction, representing the town at grievance and arbitration hearings.
- Upon request by the First Selectman, serves as the Town's officer responsible for compliance with the Freedom of Information Act.
- Exercises discretion in accessing sensitive and confidential information as needed to perform duties.
- Identifies and facilitates grant applications.
- Oversees administration of various insurance programs such as medical insurance, liability and property insurance, workers compensation; works with brokers and agents to acquire quotes; insures that all safety procedures are followed and that proper safety training is conducted for employees.
- Serves as facility manager insuring that buildings are maintained and oversees construction and renovation projects for the Town and Board of Education; works with contractors and building committee.
- Acts as ADA Coordinator.
- Upon request by the First Selectman, represents the Town and First Selectman at regional, state and federal agencies; handles citizen complaints as directed.

Other Functions:

- Performs similar or related work as required, directed or as the situation dictates, including emergencies
- Demonstrates flexibility and willingness to assume new responsibilities in collaboration with others.

Required Qualifications:

Education, Training and Experience:

The qualifications required would generally be acquired with a Bachelor's Degree in Public Administration or some closely related field and more than 10 years of responsible budget experience and municipal experience preferred, including supervisory experience. A Master's Degree in Public Administration or related field may be substituted for five years work experience in municipalities; or any equivalent combination of education, work experience and training.

Special Requirements: None

Knowledge, Ability and Skill:

Knowledge: Thorough knowledge of the principles and practices of municipal management and administration including human resources development, labor relations and motivation, organization goal setting, reporting and accountability, financial budgeting, risk management, purchasing practices, management and administration, policy formulation and knowledge of all functions performed by municipalities and a representative sample of the kinds of results that operations can be expected to achieve; knowledge of the laws applicable within Town, their interpretations, and the appropriate methods and procedures to provide for compliance; knowledge of technology systems related to all municipal departments; Strong background in presentation and spreadsheet applications in municipal finance.

Ability: Strong leadership, management and administrative abilities; a high degree of judgment, initiative, self-motivation and the ability to accomplish objectives through others and directly by oversight, management and follow through responsibilities; strong ability to be adaptable, exercise authority and powers appropriately; ability to develop short term and long range comprehensive financial plans and analysis; ability to oversee and maintain detailed and accurate records using spreadsheets and data modeling software; strong technology capabilities, including ability to learn new technologies; ability to collect, organize, analyze and interpret complex financial and municipal data; ability to establish and maintain effective working relationships with town staff, officials, and the public; ability to read and understand financial and legislative documents; ability to manage multiple priorities; ability to plan and prioritize municipal operations to meet established statutory deadlines; ability to assign, train, and supervise staff.

Skill: Excellent verbal and written communication and presentation skills; aptitude for working with people and maintaining effective working relationships with various groups; must have strong organizational skills; be highly proficient in the use of technology, including municipal applications; skill in working with numbers, their calculation and significant detail; skills associated with handling numerous projects at one time; skills associated with the supervision and training of staff, including collaboration and other interpersonal skills.

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)

FINAL APPROVAL DATE: June 30, 2016