

Town of Chelsea
Town Administrator Position Description

Position Summary:

The Town Administrator serves as a representative of the Selectboard and performs administrative duties for the Selectboard to include performing complex duties requiring considerable decision making and a thorough knowledge of the needs and responsibilities of the Town and its departments.

Specific Duties and Responsibilities:

The Town Administrator shall serve as described in his/her employment contract at the discretion of the majority of the Selectboard. The duties of the Town Administrator shall be determined by the Selectboard and may include but are not limited to the following:

- General Accountability

Ensure the effective day-to-day operation of the office by providing professional and courteous administrative support to the Town Clerk/Treasurer and other staff members as required.

Answer office phone and ensure discreet handling of Town business.

Greet all clients and visitors to the office in a professional and courteous manner.

Send and receive faxes, mail, email, and parcels for the office; prioritize and distribute as appropriate.

Establish and maintain an efficient electronic and hard copy filing system for the office including personnel records and files.

Assists in maintenance of financial software.

Holds office hours and answers questions for the public regarding matters that require a thorough knowledge of the activities of Town government. Works with the appropriate boards and officials to handle these matters.

Work with the Town Water/Wastewater operator to facilitate compliance records in maintenance and servicing of the system as needed.

Work with other town departments, as necessary, to provide support of town's affairs, such as; zoning administrator, town clerk, auditors, highway personnel, solid waste personnel, water/wastewater personnel, treasurer and listers.

Prepare and carries out bid requests, request for approvals, spot quotes, legal notices, announcement and want ads.

- Selectboard Assistance

Carries out the decisions of the Selectboard and performs administrative duties which may include those of a confidential nature. Attends bi-monthly selectboard meetings (1st, 3rd, and 5th Tuesdays), attends additional meetings as directed by the Selectboard and prepares minutes. Attends Town Meeting day.

Prepare meeting agendas to ensure the coordination and timely distribution of supporting materials.

Assist the Selectboard to carry out more effectively their duties and responsibilities by provide effective staff support and /or service. This may include assistance with special projects such as Flood Hazard Bylaw, FEMA Mapping and reports, and implementations and compliance of Solid Waste on updates or education needed with regard to the solid waste/recycling at the Transfer Station.

Collects information relating to issues facing the Town and analyzes, interprets and summarizes it for action and prepare correspondence, memoranda, reports, or other material for the Selectboard. This includes reviewing bills, invoices and purchase orders to ensure proper payment.

Acts as a liaison and coordinates information between the Selectboard and other Town boards, officials and employees as required; such as the Planning Commission, Development Review Board, Assessors, Health officer, Auditors, Zoning Administrator, Treasurer and Town Clerk.

Serves as contact person and liaison between federal and state agencies, other municipalities, organizations, non-profits and legal counsel.

Prepares orders on the general fund of the Town for regular and necessary expenditures as established by the Selectboard.

Performs and executes duties required of the Town and enforces the ordinances and bylaws of the Town. This includes completing the annual insurance renewal application.

Researches and seeks out additional funding sources for the Town such as grants, low interest loans and government or non-profit programs.

Investigates methods for improving cost control and containment and increasing efficiency of the Town services. Institutes such methods as approved by the Selectboard.

Maintain the town website and ensure that all Selectboard meeting agendas are posted in compliance with the Open Meeting Law.

Work with auditors in the preparation and dissemination of the Annual Report for Town meeting day.

- Payroll

Prepare and maintain related payroll records and reports including Dept. of Labor, VMERS and Workman's Comp.

Works with the Treasurer to prepare payroll order for the Board's signature and maintains payroll information as required: Data entry for all time and attendance and personnel transaction such as new hire, termination, leave of absence, benefits deductions, garnishments, etc.

Vendor transactions including: garnishments, child support, Health care, VMERS
Prepare and distribute State and Federal taxes.

- Human Resources

Maintain confidential records regarding medical care, child support, drug testing.
Maintain records of employee records of benefits plans, personnel transactions, promotion, transfers, performance reviews and terminations, and statistics for government reporting.
Arranges pre-hire and follow-up drug testing schedules where applicable for Occupational Drug Testing.

Identify legal requirements and government reporting regulations affecting human resources function and ensures policies, procedures, and reporting are in compliance.

Administer benefits programs such as life, dental insurance, pension plans, vacation sick leave, leave of absence, and employee assistance.

- Accounts Payable

Pay vendors by scheduling and preparing checks, resolving purchase order, contract, invoice, or payment discrepancies and document; insuring credit is received for outstanding memos; issuing stop-payments and taking advantage of discount opportunities. Maintain budget by accurately posting invoices to appropriate line items.

- Accounts Receivable

Accurate and timely billing for water/sewer, property taxes, fees, fines, and all other invoices related to town business. This may include late fee notices and enforcement of such fees. Proper accounting of accounts receivables onto accounting software. Updating of balance sheets accordingly and working with the treasurer in cross-checking statements and credits for accuracy.

Qualifications:

Bachelor's degree preferred from an accredited college in Business Administration, Public Administration, or equivalent.

Minimum two years experience in an administrative or managerial capacity in either government or business, or a combination of equivalent experience as the Selectboard deems sufficient.

Competence in use of computer programs needed for the execution of the Administrator's duties (word processing, spreadsheets, databases, internet, email minimum requirements, some website maintenance experience a plus).

Must be willing to acquire the working knowledge of Vermont Town government and the roles and duties of the Selectboard. This includes attending classes and seminars offered by VTLC or other seminars and classes as necessary to improve understanding of the workings of town government.

Good planning, multi-tasking and administrative skills.

Good writing and oral presentation abilities.

Ability to establish and maintain harmonious working relationships with other employees and the public.

Ability to represent the interests of the town effectively and appropriately.

Ability to travel for work, conferences and meetings.