

Town of Huntington, Vermont

Job Description

Town Administrator

The Town of Huntington seeks a dynamic, team oriented person to administer the daily affairs of Town government in close coordination with the Selectboard. He or she will bring managerial, planning, and supervisory experience to bear on issues involving the public, employees of the town, local elected officials, and state, regional, and federal agencies. As a small Vermont town, the Huntington Town Administrator will play an important role in an established rural community that actively works to enhance its sense of place.

The Town Administrator is charged with managing the affairs of the Town of Huntington under the direction of the Selectboard. This is a full-time, salaried position requiring a flexible schedule that will include night meetings. This is an “exempt” position under the Federal Fair Labor Standards Act.

The Town Administrator is expected to improve administrative, fiscal, and organizational efficiency while assisting Town officials in carrying out their respective duties.

Primary Duties and Responsibilities

- ⤴ Establish professional networks for a constructive relationship of the municipal organizational structure within the community and with regional and state agencies.
- ⤴ Assist Town departments, committees, and commissions in preparing, submitting, and monitoring an annual budget.
- ⤴ Attend all regular and special Selectboard meetings, act as Selectboard Clerk, and participate as required by the Selectboard.
- ⤴ Attend meetings of other boards and commissions of the Town, state, and region as required by the Selectboard.
- ⤴ Support Town departments, committees, commissions and employees as needed.
- ⤴ Review Town policies and ordinances and recommend revisions or new policies and ordinances if needed.
- ⤴ Upon direction of the Selectboard, research and write grant applications and administer grants awarded to the town.
- ⤴ Prepare town payroll and accounts payable as required.
- ⤴ Maintain the Town website and act as small systems administrator.
- ⤴ Administer and review all municipal insurance policies.
- ⤴ Implement the Town personnel policy and maintain personnel records and files.
- ⤴ Coordinate and maintain E 911 database to local, regional, and state requirements.
- ⤴ Assumes supervision and maintenance of Town owned facilities.
- ⤴ Be alert to legal issues involving the Town and, as directed, research legal questions with professional organizations and the Town attorney.
- ⤴ Perform a vital public relations function for the Town in dealing with complaints, criticisms and suggestions of citizens, businesses, industries, developers and builders.
- ⤴ Perform other duties as assigned.

Qualifications and Requirements of Work

- ⤴ Communicate effectively orally and in writing with the Selectboard, Town officers and employees, the media, and the public.
- ⤴ Work with multiple interests on behalf of taxpayers and interested parties.
- ⤴ Conduct research, interpret, and present findings.
- ⤴ Strong conflict resolution skills.
- ⤴ Creative and analytical.
- ⤴ Exhibit initiative, leadership, and judgment in the administration of all affairs placed in his/her charge.
- ⤴ Coordinate and supervise staff as directed by the Selectboard.
- ⤴ Use time effectively, and handle several significant responsibilities concurrently.
- ⤴ Maintain accurate records.
- ⤴ Manage confidential information in a professional manner.
- ⤴ Assist contract negotiations..
- ⤴ Assess and plan for both long term and short term needs of the municipality.
- ⤴ Attend appropriate training sessions to regularly update skills.
- ⤴ Have a positive attitude and work well as part of a team.
- ⤴ Inspires the confidence of others.
- ⤴ Have a working knowledge of computers and computerized accounting, small systems administration, communications, and other applications.

Education, Training, and Experience

- ⤴ Bachelor's degree in public administration or a related discipline and/or a minimum of 4 years of municipal management experience.
- ⤴ Considerable knowledge of municipal operations.
- ⤴ Familiarity with Vermont municipal law.
- ⤴ Knowledge of public finance, personnel policies and practices.