TOWN OF MILFORD - JOB DESCRIPTION

JOB TITLE: **Town Administrator**

CLASSIFICATION: **Exempt Level – Grade 30**

General Authority. The Town Administrator is responsible for managing the business, affairs and property of the Town of Milford, subject to the oversight of the Board of Selectmen and in accordance with state law, Town ordinances and such directives, regulations, and policies adopted by the Board of Selectmen, as well as any other tasks specifically authorized and delegated to the Town Administrator by the Board of Selectmen. The Town Administrator has management authority over all town departments; however, that authority does not extend to functions specifically vested by law in the voters, Board of Selectmen, or any other Board, Commission or Town officer.

Accountability: The Town Administrator is appointed by the Board of Selectmen and is subject to the oversight, direction and supervision of the Board of Selectmen. The Town Administrator serves at the pleasure of the Board of Selectmen. The Board of Selectmen shall establish specific annual performance objectives for the Town Administrator and shall give the Town Administrator an annual performance review.

Equipment Used: General Office Equipment which includes, but is not limited to, computer, printer, calculator, telephone, copier, facsimile machine, modem, electronic typewriter, shredder, postage machine, etc.

Environment: **Inside:** 95 **%** **Outside:** 5 **%**

Specific Powers and Duties:

In accordance with the Town Administrator's general authority set forth above, the Town Administrator shall have the following particular responsibilities:

1. Organize, reorganize, continue, discontinue or combine, from time to time, such town departments or offices as the Town Administrator deems necessary for the efficient day-to-day operations of the town.

2. Appoint, mentor, discipline and remove Department Heads, senior staff and employees under the Town Administrator's managerial control.

3. Delegate to department heads and employees such powers and authority as the Town Administrator deems necessary and appropriate for the efficient day-to-day operations of the town.

4. Implement the compensation of employees pursuant to approved Town compensation policies.

5. Coordinate all procurement activities.

6. Manage the business and affairs of the Office of Selectmen; to attend such regular or special meetings of the Board of Selectmen as the Board shall require; to keep the Board of Selectmen fully advised of the needs of the town; advise the Board of Selectmen of issues that may arise that are appropriate for consideration by the Board of Selectmen; and assist the Board of Selectmen with policy matters and strategic planning.

7. Upon request of the Board of Selectmen, represent the town at events, meetings and other outside activities; represent the town at hearings of the state legislature and otherwise advocate the town's positions before governmental agencies and bodies; act as the town spokesperson when interacting with the media, providing appropriate reports and information as requested; and represent the Board of Selectmen with third parties pursuant to their authorization.

8. Prepare and provide to the Board of Selectmen such monthly, quarterly and annual reports regarding the business, affairs and property of the town as the Board of Selectmen shall determine.

Specific Powers and Duties (Con't):

9. Handle requests for information and complaints from the public, referring, as appropriate, such information and complaints to department heads, senior staff or employees.

10. Provide leadership and assistance to citizen committees involved in town affairs, whether the committees are appointed by the Board of Selectmen or are self-initiated.

11. Handle collective bargaining negotiations, contracts and related issues.

12. Prepare the annual town budget, warrant articles, and amendments in accordance with the directives and guidelines provided by the Board of Selectmen, and present the same to the Board of Selectmen and the Budget Advisory Committee at a time designated by the Board of Selectmen; prepare the Town Report, Town ordinances, and all required federal, state and town reports and forms.

13. Keep informed and up-to-date about federal, state and municipal legal developments and legal matters affecting the town, boards, committees and commissions; and to keep informed and up-to-date about potentially available grants and to handle grant application and administration.

14. Ensure fairness and consistency in the enforcement of all regulations and town policies and ordinances.

Physical Activity Requirements

PRIMARY PHYSICAL REQUIREMENTS	
LIFT up to 10 lbs.:	Frequently
LIFT 11 to 25 lbs.:	Frequently
LIFT 26 to 50 lbs.:	Occasionally
LIFT over 50 lbs.:	Rarely

OTHER PHYSICAL CONSIDERATIONS	
Twisting:	Frequently
Bending:	Frequently
Crawling:	Rarely
Squatting:	Occasionally

PRIMARY PHYSICAL REQUIREMENTS	
CARRY up to 10 lbs.:	Frequently
CARRY 11 to 25 lbs.:	Frequently
CARRY 26 to 50 lbs.:	Occasionally
CARRY over 50 lbs.:	Rarely

OTHER PHYSICAL CONSIDERATIONS	
Kneeling:	Rarely
Crouching	Occasionally
Climbing:	Occasionally
Balancing:	Occasionally

REACH above shoulder height:	Occasionally
REACH at shoulder height:	Frequently
REACH below shoulder height:	Frequently
PUSH/PULL:	Rarely

WORK SURFACE(S)

Normal office work surfaces such as desktop, computer table, office chairs, carpeted and linoleum floored offices, stairs, elevators, etc.

HAND MANIPULATION		DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:		
			Consecutive Hours	**Total Hours**
Grasping:	Frequently			
Handling:	Frequently	Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Torquing:	Rarely	Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Fingering:	Frequently	Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Controls and Equipment:	Frequently			

Cognitive and Sensory Requirements:

Talking: Necessary for communicating with others.

Hearing: Required when communicating with staff, vendors, and the public.

Sight: Required for reviewing documents, contacts, etc.

Tasting & Smelling: Not required.

Specific Vocational Preparation Requirement(s):

[ ] 1. Short demonstration only.
[ ] 2. Any beyond short demonstration up to and including 30 days.
[ ] 3. 30-90 days
[ ] 4. 91-180 days
[ ] 5. 181 days to 1 year.
[ ] 6. 1 to 2 years
[ ] 7. 2 to 4 years
[X] 8. 4 to 10 years
[ ] 9. Over 10 years

Licensure/Certification Requirements: College Degree

Other Training, Skills and Experience Requirements:

- Possession of a Master's Degree from a recognized college or university with specialization in business or public administration preferred, plus at least five (5) years of progressively-responsible experience of an administrative or managerial nature in a public jurisdiction or private organization; or any combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.
- Required knowledge, skills and abilities include good communication and organizational skills.
- The ability to establish and maintain effective working relationship with the public, Town officials and staff.
- The ability to perform many tasks simultaneously.
- The ability to prepare and present reports.
- Demonstrated aptitude for operating networked computer systems for processing and maintaining information and generating reports.

Summary of Occupational Exposures:

Some exposure to cleaning fluids and copier toner.

Other Considerations and Requirements:

- While this is a very sedentary position, the employee is required to climb stairs, bend, reach and lift to access records. Walking and climbing stairs is required to reach other personnel in the building.
- Employee is occasionally required to lift. Employee is typically able to sit and stand as needed.
- The physical demands of the duties described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.
- This position requires that this employee treat the citizens of the Town and members of the staff with respect and courtesy.
- This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff.