

Town of Lincoln

TOWN ADMINISTRATOR

FLSA: Exempt

Full-time: 40 hours a week

Reports to: Selectboard

Supervisory Responsibilities: Yes

Summary

The town administrator supports the selectboard in fulfilling its duties and responsibilities and assists in the day-to-day management of the town. This position is responsible for planning, organizing, directing, coordinating, and overseeing all aspects of the management of town business as directed by the selectboard. This includes but is not limited to implementing policies and procedures, overseeing human resources, serving as the grants administrator, and overseeing IT systems. The town administrator coordinates with elected officials such as the town clerk as appropriate and assists the selectboard in long-range, strategic planning for budgeting, grants, highway maintenance, staffing, training, emergency management, and other areas as needed.

Hours and Work Location

The Town Administrator position is a salaried, 40-hours-a-week position, primarily performed at the Lincoln Town Office. Attendance at Selectboard meetings is required, including evening meetings.

Duties and Responsibilities

- Implement the policies of the town and decisions of the selectboard.
- Oversee treasurer, bookkeeper, zoning administrator, administrative assistant, and highway supervisor.
- Collaborate and coordinate with elected officials, such as town clerks and listers, as needed.
- Serve as the contact person and liaison between the town and federal and state agencies, other municipalities, organizations, nonprofits, local agencies, regional planning, and individuals to ensure effective and efficient flow of information.
- Act as liaison to law enforcement in conjunction with the selectboard, animal control officer, town clerk, health officer, or any other town official.
- Serve as primary contact with the town attorney and Vermont League of Cities and Towns.
- Manage information technology (IT) and computer-related equipment and systems; coordinate and solicit bids for IT equipment and services.
- Assist the selectboard in creating and updating policies by identifying problems and opportunities, analyzing options, and offering recommendations for policy improvements. Conduct periodic review of all policies and procedures.
- Coordinate with the treasurer, bookkeeper, and selectboard to assist in the preparation and management of town budgets and annual budget planning.

- Proactively identify issues and opportunities that may be of concern or interest to the selectboard and present summaries of those for board consideration.
- Research grant opportunities, assist in writing grant applications, and act as the administrative officer for active town grants, grant records, and all federal and state reporting requirements.
- Coordinate with boards and commissions, staff and selectboard to identify priorities for future funding.
- Annually update SAM/DUNS for federal grants and perform other such reports promptly.
- Serve as human resources manager to handle personnel matters including workers' compensation claims; onboard new staff and selectboard members; conduct staff annual reviews, new employee, and performance reviews with departments heads and/or selectboard; ensure all CDL documentation and hiring procedures are followed; annually research and recommend health insurance plans to the selectboard for staff.
- Serve as the reasonable suspicion officer.
- Manage office space, buildings, and grounds.
- Help create and maintain a collaborative and positive office environment.
- Supervise and coordinate maintenance of municipal facilities.
- Maintain and periodically review municipal bylaws, ordinances, policies, and procedures for completeness, consistency with best practices, and compliance with applicable laws and regulations. Propose updates as necessary.
- Assist the Select Board in economic development, community relations, and recreation.
- Coordinate community events.
- Respond to emergency management incidents and critical events.
- Other duties as assigned.

Administrative

- Coordinate with selectboard chair to prepare the agenda.
- Work with elected officials, staff, and volunteers to ensure Open Meeting Law compliance.
- Organize and make available policies, ordinances, and other public documents of the board.
- Maintain human resources records and files and ensure all CDL Driver Qualification documentation is updated as needed.
- Prepare and oversee the publication of employment and volunteer opportunities.
- Create contracts for vendors the Town works with such as snowplow operators, roadside mowing businesses, and paving and excavating companies.
- Prepare, distribute, and publish non-highway RFPs and manage incoming bids.
- Coordinate and implement appropriate training and documentation with staff and elected officials.
- Oversee the town website and train staff to use it as needed. Ensure the website is up to date.
- Gather information and do historical and/or legal research as requested by the selectboard.
- Serve as Department of Transportation drug and alcohol testing coordinator and maintain records for CDL employees.
- Research and identify grant opportunities for all municipal departments, and write and manage grant applications as directed by the Select Board.

- Develop the annual budget in coordination with all municipal departments.
- Publish the Town's annual report as the Editor-in-Chief; write the annual Town meeting warning, put together all reports from the municipal departments, the school, external agencies, and other elements as they occur. Get the report printed in the format directed by the Select Board.
- Provide administrative coordination for an update of the annual Local Emergency Management Plan, coordinate an update of the All Hazards Mitigation Plan, required every five years; and coordinate the update of the Lincoln Emergency Operations Plan.
- Serve as administrator for databases such as accounting software and various annual reporting sites.

Knowledge, Skills, and Abilities

- Self-starting and collaborative leader with a demonstrated ability to work with minimal supervision
- Organizational skills with the demonstrated ability to plan for and manage multiple tasks and deadlines.
- Excellent verbal and written communication skills.
- Excellent customer service skills demonstrating diplomacy, objectiveness, and fairness when dealing with all people.
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- Excellent relationship skills—a team player who can establish and maintain working relationships with staff, elected officials, and the public.
- Familiarity with budgeting procedures and government finance protocols.
- Basic Incident Command System training or willingness to get it.
- Ability to learn and utilize technology such as website administration.
- Familiarity with or ability to learn statutory deadlines and the consequences of missing them.
- Ability to collaborate, share observations, and receive feedback.
- Strong attention to detail and good problem-solving skills.
- Ability to communicate effectively with the Select Board, other Town departments, governmental agencies, the public, and the press.
- Ability to understand and ensure compliance with municipal, state, and federal laws, regulations, and requirements.
- Proficient in the use of software such as Office 365, familiarity with word processing and spreadsheet software, video conferencing software, accounting software, and other common business applications.
- Ability to efficiently operate equipment found in a typical office setting such as computers, copiers, telephone/voice mail, printers, etc.
- Willingness and ability to participate in relevant training to keep abreast of current issues.
- Must have reliable transportation.

Education, Training, and Experience

- A degree in public administration, management, finance, or a related field and/or equivalent experience in municipal government, business management, or non-profit administration.
- Bachelor’s degree in a related field or four years’ experience in an office setting.
- Experience in a municipal office is strongly preferred but not required.
- At least 3 years of supervisory experience that demonstrates effective supervisory skills, including the ability to provide timely constructive feedback.

Physical/Mental Demands and Work Environment

- Most of the Town Administrator’s duties are performed in an office environment.
- This position requires sitting, possibly for long periods, and extensive use of the telephone and computer.
- Must be able to maintain a professional demeanor, even under stress.
- Must be able to work despite interruptions and distractions.
- Must be able to attend evening meetings.

Disclaimers

- *The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.*
- *This job description is not an employment contract nor is it a promise of work for any specific length of time.*

The Town of Lincoln is an Equal Employment Opportunity employer.

Signatures

I have reviewed and understand the requirements, essential functions, and duties of this

position. **Name**_____

Date_____

Selectboard Chair_____ **Date**_____