

*Town of Farmington
Town Administrator
Job Description*

GENERAL The Town Administrator is the Chief Administrative Officer of the Town. Working under the direct supervision and authority of the elected Board of Selectmen, the Town Administrator is responsible for oversight of Town programs and facilitation of municipal services through existing departments. The position's responsibilities will involve oversight of and delegation to staff that carry out the primary duties. The position of Town Administrator has no specific duties as prescribed by law. This position will require a contractual agreement.

RESPONSIBILITIES

1. Implements policies by directing and providing oversight for the administration of departments of the Town, as directed by the Board of Selectmen.
2. Ensures that all ordinances, resolution, rules and regulations adopted by the Board of Selectmen are faithfully executed.
3. Oversees town purchases and ensures appropriate expenditures per the purchasing policy. Provides oversight for expenditures and payment process.
4. Actively seeks grant opportunities and prepares or directs preparation of grant applications for the town, departments and commissions as appropriate.
5. Serves as safety and risk manager for the town and employees. Provides oversight to ensure compliance with state and federal regulations, as well as personnel and safety regulations.
6. May recommend personnel policies and oversees implementation. Oversees maintenance of employee personnel files. May recommend personnel actions regarding town staff.
7. Serves as staff liaison to the Board of Selectmen, including contract staff. Attends public meetings of the Board of Selectmen and as needed or requested by other boards of commissions. Will provide input into Board of Selectmen agendas and provide assistance as needed in preparation of Board of Selectmen agendas.
8. Serves as liaison with law enforcement and emergency services agencies, including volunteer fire companies, state and local police, county emergency services coordinators or offices, federal homeland security offices and the like.

9. Serves as liaison and attends meetings for county, state and federal agencies, other elected bodies, commissions and state and regional organizations as needed or requested. May be asked to testify or attend meetings of elected officials, legislatures, commissions and regional or state organizations.
10. Attends meetings and conferences as requested for Town related matters. Furnishes information and prepares reports as needed to various agencies.
11. Provide general oversight for all town departments and address issues as they arise with the Board of Selectmen.
12. Provides oversight for staff in responding to citizen needs or requests, and may respond directly as appropriate or directed.
13. Provides oversight in the accurate preparation of the annual budget for departments and provides assistance as required.
14. Provides oversight and guidance in the preparation of public notices for contracts, employment advertisements and all other notices required by law.
15. Provides oversight and guidance in the preparation of bid documents and the negotiation of contracts for services equipment, as well as recommendations to the Board of Selectmen.
16. **Ensure Board of Selectmen are routinely informed of important day to day issues, in daily and weekly reports as appropriate based on activities and events, and will develop and recommend short term and long term goals for the Town.**
17. Schedules all appointments, serves as media contact and serves at the pleasure and under the direction of the Board of Selectmen.
18. Preparation of annual and special Town Meeting Warrants.
19. Other duties as assigned by the Board of Selectmen.

KNOWLEDGE AND EXPERIENCE

1. Must possess a Bachelor's Degree in public administration or related field in management and five years of municipal experience; a combination of education and relevant experience will be considered.


2. Review and approve purchases to ensure expenditures are necessary and track against appropriations per the purchasing policy.
3. Investigates alternative revenue sources, including but not limited to Federal and State Grants.
4. Reviews annual capital requests and assist with the development of a capital improvement plan for purchase and maintenance of capital assets.

OTHER DUTIES

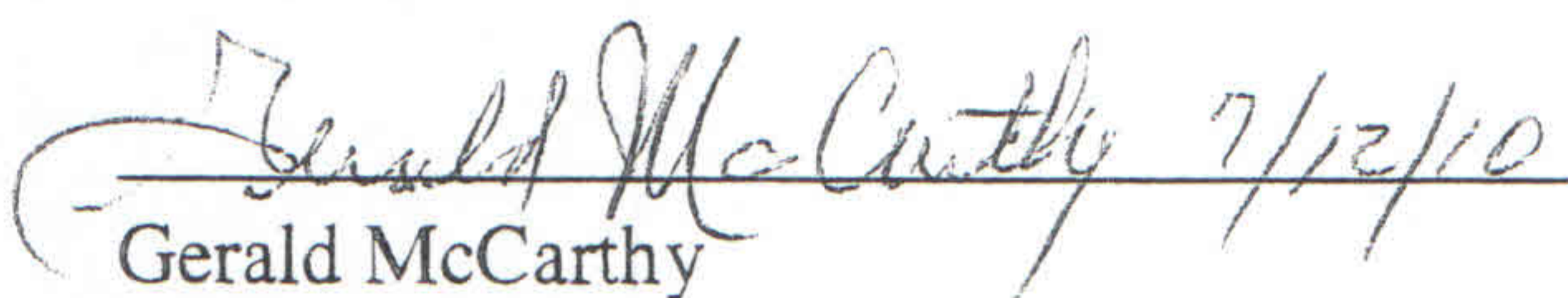
1. Serves as Chairman of Town Emergency Management Committee;
2. Under direction of the Board of Selectmen, coordinate with Town Counsel as required;
3. Oversees the proper maintenance of all properties under the authority for the Board of Selectmen, including the Municipal Building and coordinates with other Town Departments appropriate actions concerning the same; and
4. Coordinates the Town Insurance Program.


OTHER QUALIFICATIONS

1. Computer Skills including but not limited to Microsoft Excel and Word
2. Possession of a valid driver's license
3. Ability to be bonded

 7/12/10
Chairman, Paula Proulx

 7/12/10
Vice-Chairman, Gail Ellis

 7/12/10
Gerald McCarthy

 7/12/10
Charlie King

 7/12/10
Joan A. Funk