**POSITION** **TITLE**: Town Administrator

**DESCRIPTION** **DATE**: May 7, 2024

**DEPARTMENT**: Administration

**REPORTS** **TO**: Mayor

**SALARY**: TBD

**POSITION SUMMARY**

The Town Administrator shall be the Chief Administrative Officer of the Town and shall be responsible to the Mayor and Town Council for the proper management and administration of all Town affairs set forth by Town ordinances, resolutions and other directives as established by the Town Council and State Law.

**DUTIES AND RESPONSIBILITIES**

The Town Administrator shall have, but shall not be limited to, the duties and responsibilities outlined below:

* Prepare a plan of administration, including an organizational chart, which defines authority and responsibility for all positions of the Town.
* Establish administrative procedures to increase the effectiveness and efficiency of the Town government according to best practices in local government and in accordance with the adopted budget of the Town.
* Recruit, hire, evaluate, promote, discipline and/or terminate employees in departments reporting to the Town Administrator in accordance with adopted policies and procedures.
* Manage and direct the work of Town employees to include enforcement of administrative rules of the Town.
* Attend or appoint a representative to attend all meetings of the Town Council with a right to participate in the meetings, unless excused by the mayor or by majority vote of the Town Council in the absence of the mayor; and assist the Town Council as necessary in the performance of its duties.
* Represent the Mayor and Town Council in matters involving legislative and intergovernmental affairs when authorized by the Town Council.
* Act as or designate the public information office for the Town with the responsibility of assuring that the news media are kept informed about the operations of the Town and that all open meetings and public information rules and regulations are followed.
* Establish and maintain procedures to facilitate communications between citizens and Town government to assure that complaints, grievances, recommendations, and other matters receive prompt attention by a Town official or employee; and assure that all such matters are expeditiously addressed.
* The Town Administrator shall have the responsibility to provide the administrative direction and coordination of all department heads of the Town according to the established organization procedures.
* Evaluate, in conjunction with department heads, the performance of all employees on an annual basis.
* Serve as or designate a personnel director of the Town, to ensure the Town establish and maintain complete and current personnel records, including specific job descriptions, for all Town employees consistent with the Town Council approved Town personnel manual.
* Administer, or designate an employee to administer, the grievance procedures of the Town in accordance with the approved Town personnel manual.
* Assist in preparation and submittal of the annual Town budget to the Town Council and administer the approved budget.
* Propose and present ordinances, resolutions, and proclamations for consideration by the Town Council.
* Stay informed under the guidance of the Town Attorney, concerning current and pending federal, state and county legislation and administrative rules affecting the Town and submit appropriate reports and recommendations on those matters to the Town Council.
* Ensure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills in accordance with the adopted budget.
* Inform the Town Council monthly about the activities of the Town Administrator’s office.
* Receive directives from the mayor if action normally requiring the Town Council approval is necessary in declared emergency situations and at a time when the Town Council cannot meet.
* Create and/or update Mission Statement & Core Values for the Town and present them to the Town Council for review and approval.

**ESSENTIAL COMPETENCIES**

* Must be able to manage the Town in a way that reflects Ponder positively.
* Implement programs that attract, retain, train and develop capable and qualified employees and motivate them to perform according to Town objectives.
* Excellent accounting, budgeting, and finance skills necessary to develop short- and long-range budget objectives and capital project programs.
* Implement effective customer service programs oriented toward the needs of all citizens and customers and underscored for all Town employees. Must have a friendly and helpful demeanor that is imparted to all employees.
* Provide professional assistance to the Town Council on policy matters to produce measurable goals and objectives that are implemented throughout the organization.
* Participate in regional initiatives and partnerships through professional associations and intergovernmental programs designed to provide regional solutions to benefit the Town.
* Monitor state and federal legislation, rules and guidelines and be able to define the impact on the Town.

**DISCLAIMER:**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. They are not intended to be an exhaustive list of responsibilities, duties and skills required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and job requirements change.

Pay to be determined.