**Article XI. JOB DESCRIPTIONS**

**CLASS TITLE: Town Administrator**

**PURPOSE OF CLASS**:

Under the direction of the Mayor and Board of Commissioners, serves as the chief administrative officer of the Town; plans, directs, coordinates and supervises all functions and operations of the Town; works directly with the Town Board and department heads in the administration of the day to day operations of the Town; performs duties as required by law and Town ordinances; performs related work as may be required by the Mayor and Town Board.

**EXAMPLES OF TASKS PERFORMED WITHIN CLASS:**

 Primary Tasks: Supervises the operations and personnel (through departmental supervisors) of all Town departments; administers, coordinates, and resolves problem areas concerning the operation of all assigned municipal departments; provides leadership and direction to department heads in the development of objectives, preparation and implementation of operational budgets, development and supervision of purchasing, personnel, equal employment opportunity, and financial management functions, expansion of physical facilities, and related organizational structures, work distribution, and overall operation processes: develops administrative policies and procedures; attends Board of Commissioners meetings; coordinates agenda, submits regular and special reports, prepares and submits policy recommendations for Board review, answers Town Board inquiries and investigates various problem areas as directed; prepares and submits oral and written reports to Board involving recommended changes and improvements in Town government; meets with community and public groups concerning matters of interest to local citizens and promotes good public relations and understanding of government actions; serves as zoning administrator, ex-officio member of the Zoning Board, and attends all zoning and public hearings; hears and discusses citizen complaints, resolves problems as required; administers the OSHA program, safety and insurance programs and emergency preparedness; confers with and releases news items to the news media; confers and meets with various assigned boards, committees and associations; maintains liaison with community, state, and federal government agencies; be involved and encourage economic and industrial development; performs other duties as directed.

 Equipment Operated: Computer and office equipment and other assigned equipment as required.

 Reporting Relationship: This position reports to and is under the direction of the Mayor and Board of Commissioners.

 Working Conditions: Not adverse.

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**QUALIFICATIONS:**

 Education: Graduation from a recognized college or university with a degree in public administration, finance, business administration, or other appropriate degree plan; graduate of the Municipal Administration Course at the Institute of Government, or enroll and graduate from course within one year of employment. Prefer masters’ in public administration.

 Experience: Responsible experience in municipal administration; or an equivalent combination of training and experience.

 Knowledge, Skills and Abilities:

 Must possess a valid North Carolina drivers’ license.

 Considerable knowledge of the principles and practices of public administration; good knowledge of municipal finance.

 Good knowledge of analytical and operations research techniques.

 Ability to effectively manage people and governmental functions.

 Ability to establish and administer a broad range of management and support functions.

 Ability to effectively coordinate municipal activities and operations.

 Ability to prepare and present comprehensive oral and written reports.

 Ability to perform completed staff work.

 Ability to accurately interpret Town policies and procedures and to make administrative decisions in accordance with such policies and procedures.

 Ability to effectively plan, review and coordinate the work of the various Town operations.

 Ability to establish and maintain sensitive work relationships with department heads, Town governing officials, outside agencies and officials and the general public.

 Special requirements: Must live within the corporate limits of the Town.