



TOWN OF LISBON, NEW HAMPSHIRE

Incorporated 1763

OFFICE OF SELECTMEN

46 School Street

Lisbon, New Hampshire 03585

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JOB SUMMARY

The Town Administrator is the chief administrative officer for the Board of Selectmen and is responsible for duties assigned by them. The Town Administrator manages and coordinates administrative activities for the office of the Board of Selectmen and other departments under the control of the Board of Selectmen. The Town Administrator establishes effective working relationships with and among all town departments, boards, commissions, committees, employees, and the public.

SUPERVISION RECEIVED

The Town Administrator receives general supervision and policy direction from the Board of Selectmen. The incumbent exercises a considerable degree of independent judgement, and performance is evaluated by the Board based upon the achievement of assigned goals and objectives.

SUPERVISION EXERCISED

The Town Administrator exercises direct supervision of all Town employees and subcontractors, except as prohibited by law, and performs their annual performance reviews under the control and direct supervision of the Board of Selectmen.

ESSENTIAL DUTIES

Dealing with the Selectmen:

- Carries out the instructions and policies of the Board of Selectmen.
- Establishes the agenda for Selectmen meetings, after consultation with the Chairman, and assumes responsibility for accurate records of all Selectmen's meetings. Prepares for and attends all meetings of the Board, providing background information and recommendations on all pertinent matters.

- Acts as liaison officer between the Board of Selectmen and other Boards, Committees, and Commissions where no liaison from the Board of Selectmen exists, and Town Officials. Represents the Selectmen before other Boards and Committees when the Board of Selectmen deems it appropriate.
- Supervises all purchasing activities of the Town as the Purchasing Agent, including preparation of bid documents, and negotiates and administers contracts as directed by the Board of Selectmen.
- Receives, investigates, and responds to citizen complaints directed to the Board and, after consulting with the Selectmen, coordinates with appropriate departments, Boards, or Committees, and attempts to resolve the issue successfully, or otherwise reports to the Board for direction.
- Keeps the Board of Selectmen informed on all matters affecting the Town as a result of any legislative action by the State or Federal Government, Especially tracking changes in the State RSA's that affect the town. Coordinates and corresponds with Town Legal Counsel on the preparation of various agreements, easements and other legal matters as determined necessary and/or directed by the Board of Selectmen. Gathers and assembles pertinent data relative to these issues.

Town Personnel & Polices:

- As the Personnel Officer, supervises all personnel policy activities under the jurisdiction of the Board of Selectmen. Ensures the adequacy of all types of insurance coverage including fire, casualty and liability insurance of all Town property and Town officials including Health and Workmen Compensation for Town employees. Maintains and advises Selectmen on personnel matters; manages employee benefits and insurance policies, manages drug and alcohol records as required, and maintains personnel files and records. Advises personnel on programs available to them; i.e. EAP, Financial, various Counseling and Educational assistance. Acts as Compensation Agent, Affirmative Action Officer, and Handicapped Access Coordinator for the Town. See that the Town operates under the appropriate RSA's and that the necessary changes are made when a RSA is changed.

Managing the Office:

Responsible for establishing and maintaining a system of policies and standard operating procedures (SOP's) for all functions within the town office. Oversees the calculation of timber tax billings, land use penalties, and gravel excavation billings. Maintains and prepares property assessment files and coordinates with contracted assessors as necessary. See that accurate assessment information is given to the Tax Collector in a timely fashion. See that abatement applications are recorded and processed in a timely fashion and there is a proper audit trail on all abatements granted. Maintain tax maps in regard to subdivisions and lot line adjustments and updates any changes in property records. Keeps an inventory of all of the Town's Computers seeing they are properly maintained and kept

technically current (both hardware & software). Acts as computer Network Manager for the Town. Prepare various comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations to the Selectmen, such as salary and benefit surveys of surrounding and like sized towns. Accuracy of information presented to the Selectmen, State Agencies, citizens, etc.

Managing the Current Budget:

Review the Current Budget monthly for discrepancies and prepare copy tracking monthly and year-to-date actual vs. budget income & expenses by categories for the Selectmen. See that the costs and obligations of any ongoing contracts with the Town (e.g. Waste Management) are being kept in accordance with the terms of those contracts.

Monitor cash flow to see that there is a sufficient cash balance to pay the obligations of the Town in a timely manner

Preparing the new Budget, Warrant Articles & Town Meeting:

Develops, with Town Staff, Boards and Committees, projections of all revenues, expenditures and available funds each fiscal year prior to developing the proposed annual budget and/or the summary budget message. Supervises the preparation of all budgets; reviews all such budget requests and makes appropriate changes before presentation to the Board of Selectmen and Budget Advisory Committee of their recommended Annual Town Budget. Submits to the Board of Selectmen and files with the Budget Advisory Committee a proposed budget for the ensuing fiscal year including a summary budget message if necessary and supporting documents. The budget shall provide a complete financial plan for all Town funds and activities and it shall indicated proposed expenditures for both current operations and capital projects during the ensuing year, detailed by purpose, Departments, offices, commissions, and committees. Prepares the Warrant articles for the Town Warrant, reviews these with Town Legal Counsel for proper language prior to posting for all special and annual Town Meetings. Supervises the preparation of the Annual Town Report.

Interaction with State and Federal Agencies and other Towns:

To see that all reports, meeting notices or other time sensitive information required by the State or Federal governments are either posted or filed accurately and on time. Required and informational dealings with State Agencies, particularly DOT, DRA and DES. Keeps abreast of any federal or state programs that make funds available to municipalities and makes recommendations to the Board of Selectmen as to the application for such funds. Prepares or oversees the preparation of grant applications when directed by the Board of Selectmen and coordinates grant proposals to ensure that each proposal is consistent with Town policies, State and Federal laws.

Other related duties that may be required:

KNOWLEDGE, SKILL AND ABILITIES REQUIRED

Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel. Knowledge of modern personnel, finance, contract negotiations, and purchasing practices and procedures. Knowledge of state statutes dealing with town administration. Ability to prepare comprehensive research studies, analyze problems, prepare technical reports and formulate recommendations; ability to speak, write and communicate effectively; ability to establish and maintain effective working relationship with Town officials, employees, and the public. Knowledge of financial reporting and bookkeeping practices. Skill in personnel administration functions such as hiring, firing, promoting, and training. Strong familiarity with Town Office administrative procedures.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's Degree in Public Administration or related field with at least five (5) years progressive responsible experience in municipal management. Graduate studies may be substituted for up to two years of executive experience; or any equivalent combination of education and related administrative work experience, which demonstrates possession of the required knowledge, skill and abilities

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.)

For communication with others, talking is required; for receiving information and instructions from others, hearing is required; and for doing the job effectively and correctly, sight is required, specifically, close vision and the ability to adjust focus. Required to sit for extended periods of time, stand frequently, use hands to finger, handle, and feel objects or controls, reach with hands and arms, bend, and lift and/or move 25 pounds or less.

Approved by Board of Selectmen August 25, 2015