

## TOWN OF NORTH STONINGTON

### ADMINISTRATOR AND FINANCE OFFICER

**NATURE OF WORK:** The Administrator and Finance Officer, under the direction of the Board of Selectmen, is responsible for the administration of all town functions and activities not specifically reserved to another elected body. Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment and initiative. Provides professional advice to the Board of Selectmen, town officials, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

**SUPERVISION RECEIVED:** The Administrator and Finance Officer is appointed by the Board of Selectmen and functions under the jurisdiction and policy direction of the board. He/she maintains close contact with the First Selectman, and will refer specific issues or problems to the First Selectman and the Board of Selectmen as necessary when clarification of interpretation of town policy or procedures is required.

**SUPERVISION EXERCISED:** Jointly with the First Selectman has supervisory responsibility for all personnel reporting to the Board of Selectmen.

#### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS:**

- Supervise, direct, and assume responsibility for the efficient administration of all functions and activities for which the Administrator and Finance Officer is given authority.
- Evaluate the effectiveness of departments reporting to him/her and take actions necessary to achieve optimum performance levels.
- Develop and revise as necessary standard operating procedures for the regular activities of each department.
- Prepare an annual budget for First Selectman/Board of Selectmen review and monitor budget execution throughout the fiscal year.
- Write proposals for competitive and non-competitive State, Federal and other grants and administer grant programs
- In collaboration with the First Selectman, prepare agenda for, and attend all regular and special meetings of the Board of Selectmen, including executive sessions, unless excused in advance by the First Selectman. The Administrator and Finance Officer has a voice, but no vote, in all of its proceedings.
- Serve on the Capital Projects Planning Committee and develop long-range planning and infrastructure improvement plans.
- Work with the Board of Selectmen and the Planning, Development and Zoning Official to develop and execute the Plan of Conservation and Development. Serve on the POCD Action Plan Committee

- Advise and recommend to the First Selectman/Board of Selectmen those needs, policies, programs and actions he/she deems necessary, including but not limited to analysis and drafting regulations, policies and ordinances.
- Administer the town personnel policies and collective bargaining unit agreements. Provide support during labor negotiations and grievance proceedings.
- Superintend the recruitment and hiring of all personnel, excluding those managed by the Board of Education, and administer employee benefits.
- Coordinate, facilitate, and monitor the provision of services by town counsel and consultants.
- Maintain accountability for all town physical assets, excluding those overseen by the Board of Education.
- Answer complaints and refer complaints to the proper town department for attention. Submit recommendations for the disposition of specific complaints to the Board of Selectmen.
- Oversee risk management for the Town, including health, life, worker's compensation, fleet, property, and liability.
- Ensure that complete records of the administrative and financial activities of the town are kept, well organized, properly safeguarded and readily accessible.
- Serve as the chief procurement officer for the town, responsible for a decentralized purchasing environment.
- Prepare Request for Bid/Proposal specifications, analyze resulting submittals, and serve as the town's contract administrator.

**OTHER GENERAL RESPONSIBILITIES:**

- Ensure all work is performed in accordance with all federal and state laws, local ordinances and policies.
- Attend meetings, workshops, training and review publications to remain current on practices and new developments in assigned work areas.
- Represent the town on regional and state organizations.
- Represent the town in a professional and ethical manner at all times.

**\*\*\* The proceeding list of duties and responsibilities are intended only as illustrations of various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. \*\*\***

## **REQUIREMENTS AND QUALIFICATIONS OF WORK:**

### Education, Experience & Training:

- Bachelor's degree in public administration or related field, Master's degree preferred.
- Five years of experience in municipal administration with at least three years of experience as an Administrator or similar position; or any equivalent combination of education and experience.

### Knowledge, Skills & Ability:

- Comprehensive knowledge of the functions of municipal government. Working knowledge of the interaction between local, state, and federal government. Thorough knowledge of Connecticut General Statutes as they apply to municipal operations. Working knowledge of business administration practices and general office procedures.
- Excellent administrative and fiscal skills. Demonstrated skills in working cooperatively with other departments, agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Imagination, innovation and judgment relating to planning and achieving town-wide goals. Skill in public speaking.
- Ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

### Physical Demands:

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to hear; speak; smell; stand; sit; walk; bend; use hands and arms, and use wrists in repetitive motion; get in and out of vehicles; and tolerate exposure to weather conditions and environmental allergens.

The employee is occasionally required to climb stairs to various levels; balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to thirty (30) pounds. Specific vision abilities required by the job include close vision, distance vision, peripheral vision, color vision, depth perception and the ability to adjust focus. Hand-eye coordination is necessary to operate computers and various pieces of equipment. The employee must have a valid driver's license.

The employee must be free from mental and/or physical disorders, which would interfere with the performance of duties as described, and have the ability to maintain his/her composure with the public and co-workers in everyday, stressful and emergency situations. Employee may

occasionally have to function in a situation where subjected to aggressive verbal and/or physical behavior.

**\*\*\* This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change. \*\*\***