CLASS TITLE: Town Administrator

DEFINITION:

This is an executive position, managing the day to day operations of the Town. The appointee, whose work is evaluated periodically, in accordance with standards agreed upon, prior to the beginning of the rating period, serves at the pleasure of the Council. The position is determined to be ”exempt” in accordance with Title 29, Paragraph 541.1, “Executive” of the Fair Labor Standards Act.

EXAMPLES OF WORK:

Plans for, manages, supervises, and controls the day to day operations of the Town; assists the Council in the preparation of the budget; analyzes, evaluates and assembles programs, data and expenditures; manages the personnel system; gives guidance to the various department heads; meets regularly with the Council and briefs them on current and planned ordinances; proposes the abolition of antiquated ones and recommends the preparation of new ones to fulfill the needs of the Town; frequently meets and consults with representatives of other local governments and appears as a witness before various government commissions as a representative of the Town Council; answers inquiries, resolves citizen’s complaints and problems of complex and consistent nature; prepares requests for grants and develops special projects as needed or requested; prepares reports as required; prepares and maintains a cost accounting system; informally secures information regarding possible bidders for major purchases; secures sources of supply and price quotes for minor purchases. Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public and business administration.

Working knowledge of budgeting, fiscal administration and personnel management.

Ability to communicate effectively and concisely in both the written and oral form; to establish and maintain contact with others to transmit objectives and policies as a basis for their action and to influence others to pursue a given strategy.

ESSENTIAL FUNCTIONS:

Must be able to see regular typewriter size print; hear the normally spoken word at 12 feet; discern various odors; speak clearly; lift, pull, push and carry 10 pounds; sit for periods in excess of one hour; bend to pick up or work on an item; grasp items; read, understand, and prepare complex material; read and understand specifications; solve moderately complex problems; write a concise statement of a problem and its recommended solution.

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

Bachelors Degree from an accredited college or university in Public or Business Administration, Government, or related subject.
Five years of management experience, preferably with a local government.
Training in the fiscal aspects of public administration with emphasis on fiscal management to include budgeting, cash flow management and personnel administration.

REQUIRED LICENSES AND/OR CERTIFICATES:

Maryland Class “C” Driver’s License.

DESIRABLE ADDITIONAL QUALIFICATIONS:

Working knowledge of public administration as it applies to small municipalities; of financial management to include budgeting and cash flow management.

Introductory knowledge of Water and Wastewater treatment.

Revised December 2009