

## **TOWN ADMINISTRATOR**

### **General Statement of Duties**

Performs difficult management, professional, and administrative duties as the Chief Executive Officer (CEO) for the Town.

### **Distinguishing Features of the Class**

An employee in this class plans, organizes, manages, directs, and implements the goals and objectives of the Town Council. Duties include short and long range planning, creating and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance to Council and staff, leading long range and capital improvement program planning, overseeing financial management, overseeing operations of the Town, and working closely with the Council on major initiatives and priorities. The employee serves as official Budget Officer for the organization. The employee must utilize independent judgment and initiative in decision making, team building, problem-solving, management systems and providing guidance and recommendations to the Council. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina Statutes. Work is performed under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

### **Duties and Responsibilities**

#### **Essential Duties and Tasks**

Works with the Mayor and Council to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and Council on planning and policy development to put this vision into effect for Town services; keeps Mayor and Council informed on all issues that affect them and have significant impact on the Town.

Manages and supervises the Town government staff; works with them to establish long and short range goals and ensure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals as established by elected officials and Administrator and helps staff enhance these goals and implement programs consistent with them; builds a strong team among staff with energy and a cohesive vision.

Serves as budget developer for the Town; balances budget, seeks innovative methods of stewardship and new revenue sources; makes professional and realistic recommendations for expenditures of Town's funds; manages Town resources including budget, facilities, equipment, technology, etc.; oversees and/or performs grant development and administration. Responsible for the maintenance of a central double entry journal accounting system for the Town government in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements.

Maintains accountability for the hiring, training, performance management, retention, and separation of all Town employees; supervises the establishment of a modern human resource management program for the Town; staffs the organization with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training and development, performance coaching and evaluation to insure high levels of retention and performance excellence.

Provides and manages the provision of professional and technical advice to Council on policy, planning, and legal matters; researches and makes recommendations to Council on new

programs, services, and initiatives; develops economic development and revitalization strategies based on locally and regionally-developed priorities to generate jobs, help retain existing jobs, and stimulate industrial and commercial growth.

Coordinates and works with staff in ensuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented.

Oversees the operational management of public works and utilities for the Town; ensures effective land use planning and development for the Town to maximize natural resources; oversees the development and implementation of recreational and other leisure services, arts and quality of life facilities and programming; oversees programs and services to ensure the public safety of the community.

Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, transportation, county, neighboring cities, etc.); crafts and reviews inter-local agreements for various services.

Researches and recommends policies; implements administrative procedures as necessary to provide for consistency and guidance of staff and service management.

Demonstrates leadership and sound decision making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.

Submits periodic progress reports, annual status of goals achieved, financial statements and other reports to the Town Council.

Maintains current knowledge of management and municipal trends, laws and issues; maintains modern public administration knowledges and skills.

Represents the Town positively with a wide variety of people, business, governments and organizations.

### **Additional Job Duties**

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledges, Skills, and Abilities**

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Town Administrator, Town Council, and other public officials.

Considerable knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Considerable knowledge of the principles and practices of public budgeting finance administration, including principles and practices of municipal accounting.

Considerable knowledge of the modern principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

Knowledge of laws, regulations, policies, and current practices in a variety of phases of municipal administration including budget, personnel, purchasing, public works, utilities, planning and other functional areas.

Knowledge of the application of information technology to improving the efficiency, effectiveness, and customer service functions of municipal services.

Skill in meeting facilitation, public speaking, team building and collaborative conflict resolution.

Ability to conceive and articulate a vision of organizational excellence that inspires staff and

community to high levels of achievement.

Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

Ability to coordinate and direct a wide variety and array of Town services.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Council, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written form.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, seeing, and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.

Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

### **Desirable Education and Experience**

Graduation from a four-year college or university with a major in public administration, business management, civil engineering or related field and municipal management experience; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience. Progressively increasing executive responsibility for the management, organization, strategic formulation, and service-delivery for a full-service public organization is desired.

### **Special Requirement**

Possession of a valid North Carolina driver's license.

Must be bondable

Must be able to become a Notary Public

### **Hiring/Salary Range**

\$70,000.00 - \$80,000 dependent upon education, experience, and qualifications.

**TOWN OF PINE LEVEL  
2023**