

# Town of Warner, NH

**POSITION:** Town Administrator

**DEPARTMENT:** Town Hall

**FLSA STATUS:** Exempt

**REPORTS TO:** Board of Selectmen

**DATE:** August 20, 2019

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## **GENERAL SUMMARY**

Responsible for a wide variety of general management and administrative functions for the Board of Selectmen in accordance with Federal and State Laws and policies and ordinances of the town.

Serves as primary liaison to and representative of the Board of Selectmen to department heads, boards, commissions and the general public, to communicate and insure implementation of and compliance with the Board of Selectmen's directives, policies of the town and laws of NH.

Works under the broad supervision of the Board of Selectmen, with a level of independence and personal technical judgment.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### **General Administration**

- Coordinates the daily administrative functions of the Office of the Selectmen.
- Supports the Board of Selectmen in a technical and administrative capacity on a variety of issues.
- Supports department and committee requests for assistance.
- Coordinates the preparation of agreements and contracts.
- Attends all Selectmen's meetings. Coordinates with the Selectboard Chair on the agenda and gathers pertinent support data for the Selectmen prior to the meeting.
- Attends conferences, seminars, and meetings relating to municipal government.
- Makes presentations at public meetings and local groups as requested.
- Studies trade publications and pertinent internet sites to stay informed as to changes in laws that affect the Town and to learn of programs that may benefit the community.
- Arranges meetings at the request of the Selectmen.

### **Project Management**

- Manages identified projects at the direction of the Board of Selectmen.
- Develops timetable for town programs and services.

## **Town Reporting**

- Prepares routine and cyclical reports for submission to Town, State, and Federal organizations.
- Plans, organizes, and prepares the Town's Annual Report, including gathering, compiling, reviewing, editing submitted reports, and proofing Report prior to submission to a printer.
- Selects firm used for printing the Annual Report.

## **Finance Management**

- Prepares Warrant for annual Town Meeting. Consults with Town Attorney and Department of Revenue Administration, as necessary. Attends Town Meetings to provide input and information upon request.
- Coordinates preparation of the annual Town budget and its administration. Assists department heads in budget preparation as requested. Monitors expenditures and reports potential problems to the Selectmen.
- Oversees completion and submission of required budget forms and reports. Assists in annual financial audit.
- Establishes procedures for purchasing, reviews purchase requisitions.
- Drafts specifications and evaluates competitive bids received.
- Researches for funds available to municipalities and recommends the application of such funds to the Board of Selectmen.
- Seeks out grants, prepares grant applications and coordinates proposals consistent with Town policies, State and Federal laws.
- Provides monthly finance updates to Board of Selectmen.

## **Technology**

- Maintains a working knowledge of the Town's financial software and systems.
- Manages Warner's IT infrastructure.
- Maintains user level skills in Microsoft Office or comparable software such as LibreOffice.
- Works with Town IT support to:
  - Recommend and implement good business policies, procedures and practices,.
  - Ensure systems and data security.
  - Ensure Town website information is kept current.
  - Identify IT resource needs to the Selectboard.
  - Prepare and maintain a technology plan as part of the annual budget preparation.

## **Personnel Management**

- Manages overall Human Resource functions.
- Conducts regularly scheduled department head meetings and, as needed, meetings of all employees.
- Performs HR / Personnel administrative functions related to employee hiring, evaluation and discipline.
- Schedules periodic refresher and new department-related training.
- Provides assistance and research to Selectmen on personnel matters.
- Ensures compliance with all personnel policies and labor laws.
- Reviews insurance programs and plans.

### **Customer Service**

- As a representative of the Town of Warner, responds to public inquiries, requests and complaints, notifying the Selectmen of same as necessary.
- Represents the Selectmen whenever they are unavailable.
- Monitors activities of appointed committees.
- Oversees the compliance with the requirements of RSA 91-A “The Right to Know Law” for all Town departments, committees and boards.
- Prepares press releases and reports under the guidelines of the Board of Selectmen.
- Handles Selectmen's correspondence and prepares responses appropriately.
- Schedules appointments as required for Selectmen.

### **OTHER DUTIES AND RESPONSIBILITIES**

Performs other related duties as requested.

**SUPERVISORY CONTROLS** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES** Guidelines are broadly stated and nonspecific, i.e., broad policy statements and basic legislation which require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guidelines that do exist and in developing applications

to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

**COMPLEXITY** The work typically includes varied duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of an administrative or professional field. Decisions regarding what needs to be done include the assessment of unusual circumstances, variations in approach and incomplete or conflicting data. The work requires making many decisions concerning such things as the interpreting of considerable data, planning of the work or refining the methods and techniques to be used.

**SCOPE AND EFFECT** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of Town activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS** The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**PURPOSE OF CONTACTS** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY** Department heads at this level have final responsibility and authority for the accomplishment of objectives, utilization of resources and personnel administration decisions within a major jurisdictional subdivision. They are accountable for the effective and efficient management of work to achieve goals and objectives. They usually receive guidance in the form of approval/denial on matters of policy, service levels and goals or objectives from higher authorities.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience**

Bachelor's degree in Administration, Public Administration, Management or related field; Master's preferred. Five years administrative experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills and abilities.

### **Knowledge, Skills and Abilities**

- Ability to plan, organize, assign, supervise, inspect and coordinate the work of professional and technical personnel engaged in preparing comprehensive research studies, analyzing problems, preparing technical reports and formulating recommendations.
- Ability to delegate responsibility.

- Ability to speak, listen, write and communicate effectively.
- Ability to establish and maintain effective working relationships with the employees, officials and the public.
- Ability to deal with public relations problems courteously and tactfully.
- Ability to re-direct and deescalate emotional or volatile situations.
- Knowledge of financial reporting and bookkeeping practices.
- Knowledge of state statutes dealing with town administration.
- Skill in personnel administration functions such as hiring, firing, promoting, training, etc.
- Strong familiarity with town office administrative procedures.
- Strong Leadership and communication skills are required.
- Strong skills in Microsoft Office or comparable software suites such as LibreOffice.

### **SUPERVISION EXERCISED**

Works as a liaison between department heads and the Board of Selectmen, facilitating communications between the Board of Selectmen and the Department Heads and provides necessary administrative resources and guidance to Department heads and staff. Directly or through subordinate supervisors, supervises administrative staff as directed by the Board of Selectmen. Carries out all supervisory functions in accordance with Town's rules, policies and applicable laws. Provides technical support and direction to the Board of Selectmen on hiring, dismissal and disciplining of employees subject to Board of Selectmen approval. Prepares recommended personnel evaluation of department heads.

### **LICENSING AND CERTIFICATION**

None

### **TOOLS AND EQUIPMENT USED**

Computers, calculator, copier, fax machine, phone, digital camera, business software and other general office equipment.

### **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 stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms, speak, see and hear. Employee must occasionally lift/move up to 25 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is primarily performed in office setting. Attendance at night meetings is required. Some travel to offsite locations may be required. Stress may occur due to regular exposure to Public and scope of position.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**Date Adopted: August 20, 2019**

**Approved by:**

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Clyde Carson - Chair, Board of Selectmen

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Kimberley Edelmann - Selectman

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Judith Newman-Rogers - Selectman