

# TOWN OF BLYTHEWOOD

## POSITION DESCRIPTION

Status: Exempt

Updated: April 2023

POSITION TITLE: Town Administrator

REPORTS TO: Mayor

*The Town has selected a Mayor – Council form of government in accordance to 5.C. Code of Laws Section 5-9-10.*

**POSITION SUMMARY:** This is a management professional whose work involves primarily supervising and directing the administration of all departments and offices, except the Town Council. This professional assists the Mayor in managing Town affairs in accordance with federal, state, and municipal ordinances, laws, and regulations. The Town Administrator reports directly to the Mayor.

### REPRESENTATIVE DUTIES:

1. Function as the Assistant to the Mayor; Plan, organize, direct, and administer the executive and administrative activities of the Town;
2. Supervise and participate in preparing agenda and agenda materials for the Town Council's consideration; Prepare reports and bring recommendations regarding the functions, policies, ordinances and activities of the Town to the Town Council;
3. Advise Town Council in financial and legislative matters, suggesting actions which should be taken for the betterment of the community; Participate in meetings of the Town Council, offering professional advice and counsel on matters before the Council;
4. Assist the Mayor in preparing a comprehensive annual operating budget and capital improvement plan for consideration by the Council;
5. Ensure fiscal responsibility and modern accounting and financial reporting practices;
6. Recruit and supervise the municipal workforce;
7. Serve as the Chief Procurement Officer;
8. Oversee and manage property and assets;
9. Apply for and administer federal, state and private grant funds;
10. Act as the liaison with state and federal government, local civic and business entities, and interested members of the public; Develop and maintain a good rapport with federal, state and local agencies on behalf of the Town;
11. Facilitate the flow and understanding of ideas and information between and among elected officials, employees, and citizens; Respond to questions from the media and act as a spokesperson for the Town;
12. Attend professional meetings and otherwise keep abreast of modern development in municipal government; and
13. Perform other related duties as assigned

### DESIRED QUALIFICATIONS:

- Bachelor's degree in Business or Public Administration or related field; and
- At least five (5) years of responsible experience of an administrative or managerial nature; or

- Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties:*

- Knowledge of federal, state, and local laws, regulations and policies applicable to structure, functions, programs, and practices in conducting public services through Town government
- Knowledge of modern principles, practices, methods, and techniques in evaluating program and facility needs of a small-sized town
- Knowledge of municipal financial management and accounting procedures, budgeting and investments
- Knowledge of application process for state and federal grant programs
- Knowledge of research techniques, sources and availability of information, and methods and principles of report presentation
- Knowledge of principles and practices of administrative management including electronic document and records management and systems analysis and implementation
- Ability to evaluate socioeconomic and fiscal issues of smaller town populations
- Ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of staff
- Ability to devise cost effective approaches to satisfying community needs and aspirations
- Ability to communicate complex ideas effectively, both orally and in writing
- Ability to make sound decisions and exercise good judgment
- Ability to interact with employees, associates, government officials and the general public in an effective and professional manner. Ability to deliver superior customer service. Ability to establish harmonious and effective working relationships. Discreet and diplomatic.
- Ability to maintain the highest level of confidentiality

**OTHER DUTIES MAY REQUIRE:**

- Work is performed mostly in office settings.
- While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may be occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and may be moderate in the field.
- While performing the other duties of this job, the employee must operate controls for various pieces of office equipment, attend meetings, convey complex information, make presentations, and may conduct site visits.
- The employee must be able to use a computer, read and interpret complex information such as federal laws and regulations, manuals, directives, etc., and issue instruction letters.

*The duties listed above are intended only as illustrations of the 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.*

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

