

Town of Albany
1972 A NH Route 16
Albany NH 03818
www.albanynh.org
603-447-6038

JOB DESCRIPTION

JOB TITLE: Town Administrator

HOURS PER WEEK: 35-45 hours (work week is up to and including 45 hours or until all weeks work is completed)

SCHEDULED WORK HOURS:

TA 35 hour minimum work schedule:

Monday – 12PM to 4PM with no hour lunch period = 4 hours

Tuesday – 8AM to 4PM with 1 hour lunch period = 7 hours

Wednesday – 12PM to 8PM with paid 1/2 hour lunch period = 8 hours

Thursday – 8AM to 5PM with 1 hour lunch period = 8 hours

Friday – 8AM to 5PM with 1 hour lunch period = 8 hours

Additional hours as needed up to 45 hours to complete weeks work

SELECTMAN’S OFFICE HOURS:

Selectman’s Scheduled Office Hours (20 hours per week):

Monday – 12 noon to 4PM (4 Hrs.)

Tuesday – 9AM to 12 noon and 1PM to 4PM (closed 1 hour for lunch) (6 Hrs.)

Wednesday – 12 noon to 4PM (4Hrs.)

Thursday – Closed ***

Friday – 9 AM to 12 noon and 1 PM to 4PM (6 Hrs.)

Exceptions may be made by Select Board Chairman or Town Administrator by appointment only.

subject to fine tuning changes as needed

JOB SUMMARY: The Town Administrator is responsible for the day-to-day administration of Town operations, in compliance with federal and state laws and regulations, and Town policies and procedures. The Town Administrator acts under the direct supervision of and reports directly to the Board of Selectmen. This is a exempt/salaried position.

REPRESENTATIVE JOB DUTIES: The following job duties are illustrative and not exhaustive. The Town Administrator may perform such other duties as may be directed by the Board of Selectmen.

1. Board of Selectmen’s Office

- Performs all administrative and clerical functions, including preparing Select Board agendas (posted on WEB Site on Monday prior to upcoming meeting) and packets; attending Select Board meetings and providing input as needed; preparing and disseminating Select Board minutes

(draft copy complete & distributed to Selectmen by Friday following the meeting); and following up on action items and information requests.

- Assists the Select Board in complying with applicable federal and state laws/regulations.
- Assists the Select Board in implementing Town policies and procedures; advises the Board of any needed changes.
- Keeps the Select Board informed of activities and events within the Town and advises the Board of all matters potentially requiring Board attention.
- Serves as the liaison between the Select Board and the public, businesses, state and federal agencies, and others as necessary.
- Makes recommendations concerning Select Board actions as requested.
- Understands that we as Town Officials are here to serve the public with a smile.

2. Town Office

Responsible for day-to-day operations of the Town Office, including but not limited to:

- Performs all necessary administrative and clerical functions.
- Supervises Town contractors (custodian, maintenance, plowing, video, security etc.).
- Assists the public with inquiries, complaints and paperwork, including but not limited to tax exemptions and credits; welfare benefits; assessments; timber and excavation intents, and other matters as needed or directed. .
- Acts on behalf of the Select Board as the Welfare Administrator to facilitate the welfare process.
- Maintains Town computer system and website. Responsible for the weekly updating of Town's Web Site. Schedules annual system's security checkup, and annual updates to software.
- Forward all documents from all sources that comes through the Selectman's Office to the Town Clerk for proper filing and storage. Maintains all copies of the Select Board files and records.
- Coordinates publication and dissemination of Annual Town Report utilizing the Town Report Checklist to make sure it is complete.
- Maintains real estate records, including but not limited to deeds and mortgages.
- Assists Select Board with set-up and coordination of Town Hall for Town, State and Federal election activities and Annual or Special Town Meetings.
- Acts as liaison and assists as needed with matters concerning federal, state and county agencies, including but not limited to the Department of Revenue, Department of Transportation, E-911 Mapping Department, Sheriff's Department, Conway Village Fire Department, and others.
- Acts as liaison and assists Planning Board, Zoning Board of Appeals, Assessor, Treasurer, Conservation Commission, Code Enforcement Officer, Health Officer, Road Agent, Animal Control Officer, Town Attorney and others as needed.
- Acts as liaison and assists Town service providers as needed, including but not limited to assessor firms, mapping firms, video, security, Web site and others.
- Ensures timely compliance with all federal and state reporting requirements.

3. Budget, Finance and Taxes

- Coordinates initial draft of annual budget for recommendation to Board of Selectmen.
- Prepares Annual Warrant for Town Meeting in consultation with Select Board, Town Attorney and Department of Revenue; responsible for the timely scheduling, advertising, and posting public hearings and meetings.

- Works with Treasurer to reconcile the Town's working checking account, TANs and payroll account on a monthly basis; forwards all Selectman's Office cash and checks received for submission to the Treasurer.
- Processes all Town invoices for Select Board approval; prepares checks for signatures and maintains all invoice/payment records.
- Schedules annual audit; assists contracted auditing firm; and oversees preparation of year-end state reporting.
- Assists Board of Selectmen in setting annual tax rate and maintains tax maps.
- Prepares Town payroll and checks for Select Board approval; prepares all federal and state payroll and tax reports; and maintains payroll records.
- Prepares and submits Tax Anticipation Note (TAN) application & supporting documentation annually with Select Board approval & signatures to financial lending institution. With a prior Select Board approval vote be able to withdraw funds from Town's annual TANs account in order to honor our approved financial obligations and pay bills in a timely manner.
- Prepares & distributes financial reports quarterly (March, June, September, December) on the status of finances with reference to Town Meeting approved budget.

4. General

- Attend conferences, trainings and meetings related to job duties as approved by Select Board.
- Maintain current knowledge of statutes, regulations and effective practices affecting Town operations.
- Responsible for the scheduling of meetings in the Town's conference room with no conflicts and posting them on the Albany Web Site calendar. Also responsible for scheduling video connection for all board, committee and commission meetings.
- Responsible for the scheduling and rental of Town Hall to include scheduling, applications, and insurance requirements.

Job Qualifications:

Bachelor's degree in Public Administration or related field and five years of supervisory/administrative experience, preferably in a municipal setting OR equivalent combination of education and experience.

This position requires excellent oral, written, technology (Microsoft Office and Quick Books Pro) skills with attention paid to accuracy; research, organization and interpersonal skills; as well as the ability to be disciplined to work independently & be on time for work; ability to effectively prioritize multiple duties, be punctual, maintain confidentiality and attention to detail.

Knowledge of Town Rules of Procedure/ Ordinances and NH statutes/regulations/procedures including current Right To Know (RTK), municipal operations, budget and finance are very important.

New Applicants will be subject to and required to pass a full background check and drug testing along with three (3) non-family written recommendations.