

## Town of Peru

### Job Description

#### Town Administrator

**General Description:** The Town Administrator serves as the professional staff person to a 3 Member elected Select Board. Duties include administration of the operation of the Town under the direction of the Select Board.

**Work Schedule:** Typically, Town Administrator on average works approximately 25 per week which includes attendance of Select Board meetings held on Monday evenings. The Town Administrator is expected to attend or participate in other meetings that are important for the Town.

**Benefits and Salary:** The Town Administrator is an exempt position subject to annual appropriation. The position includes full time benefits. The Town Administrator serves at the discretion of the Select Board. The Town Administrator is appointed by the Select Board.

**Additional Duties:** The Roles of Town Administrator include but not limited to the following

- \* Records Access Officer
- \* Human Resource Officer/Personnel Director
- \* Affirmative Action Officer
- \* Chief Procurement Officer
- \* Americans with Disabilities Act (ADA) Coordinator
- \* Appointment to ad-hoc committees as needed by the Select Board

**Supervision:** Reports directly to and is responsible to the Select Board

#### General Description of Duties

- \*Attends Select Board Meetings
- \* Attends other meetings of committees if assigned by Select Board
- \* Performs follow-up administrative tasks from meetings

#### Annual Responsibilities

- Development of all Town Meeting Warrants, meeting deadlines and specific legal requirements
- Coordination and preparation of Annual Town Report
- Assists Select Board & Finance Committee develop Annual Budget
- Processes all annual licenses for renewal including collection of fees

#### Daily Responsibilities

- \*Responds to inquiries from the public and follows up on requests
- \* Keeps Select Board Members informed of relevant issues on a frequent and necessary basis
- \* Maintains Select Board files and correspondence

- \* Posts meeting notices as required by law
- \* Follows up on building maintenance items
- \* Acts as a liaison to Boards, Committees, and Department Heads for conveying policies & procedures
- \* Serves as liaison to state, federal and regional agencies
- \* Exercises independent judgment on day to day matters
- \* Manages the Town's insurance
- \* Works with department heads, committees, and boards coordinating services and procedures
- \* Works with other elected and appointed positions, such as Treasurer, Town Clerk, Town Accountant and Assessor

#### Specialized Responsibilities

- Researches, advises, writes and administers grant applications and awards
- Acts as liaison with Town Counsel on legal issues
- Provides research, analysis and recommendations on special projects
- Under direction from Select Board, assists boards, committees and department heads with researching and development of Town bylaws

#### Clerical Skills

- Proficiency in Microsoft Word and Excel or other similar software programs
- Aptitude to prioritize tasks and assignments
- Ability to manage time effectively and work independently without direct supervision

All of the above describes the typical duties of the Town Administrator, however, there may be other duties and functions not listed but are within the reasonable scope of work.

Please send Resume/Cover Letter to [townadmin@townofperuma.com](mailto:townadmin@townofperuma.com); [selectman@townofperuma.com](mailto:selectman@townofperuma.com); [bcullett@townofperuma.com](mailto:bcullett@townofperuma.com); [dhaskins@townofperuma.com](mailto:dhaskins@townofperuma.com)

The Town of Peru is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, age, national origin, ancestry, citizenship, disability or veteran status. Minorities are encouraged to apply.

Posted February 1, 2023 @ 8:20pm, *Kim Leach, Town Clerk*