

**Town of Ellington  
Position Description**

TITLE:	First Selectman	STATUS:	Exempt
DEPARTMENT:	Administration	CLASSIFICATION:	E-8 Part-Time
SUPERVISED BY:	Board of Selectmen	BARGAINING UNIT	N/A

**OBJECTIVES**

Serves as Chief Elected Official and Chief Executive Officer of the Town; presides over the Board of Selectmen meetings; serves as spokesman regarding public policy matters and participates in ceremonial activities. Serves as ex-officio member of Town Boards and Commissions.

Reports to the public on a regular and continuing basis; reports to the annual and special Town Meetings; and works in coordination with other elected officials.

Provides administrative direction to the appointed Town Administrator. Coordinates implementation of various Town policies and procedures with the Town Administrator, elected officials and with chairpersons and citizen members of various Town boards and commissions.

**ESSENTIAL FUNCTIONS**

Oversees the administration of Town government in accordance with Town Charter, Town Ordinances, administers Connecticut State Statutes with the policy advice and authority of the Board of Selectmen.

Coordinates short-term and long-range policy planning and development to address the needs of the Town and its residents. Serves as Chairperson of the Board of Selectmen. Works with the Town Administrator to develop and initiate policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Oversees activities of Town services through the Town Administrator in each functional area of Town government to assure compliance with Town policies and procedures.

Meets regularly with selected officials and key staff members to discuss and act on administrative matters.

Works closely with the school education officials. Serves as ex-officio member of Town boards, commissions, and committees as provided by state statute.

Supervises, directly and/or administratively, the following:

- Town Administrator
- Executive Assistant/Communications Coordinator

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- Administrative Assistant/Recording Secretary
- Board of Selectmen Recording Secretary and Deputy Recording Secretary

Serves as Town spokesperson in meetings with news media, social, civic or cultural organizations. Represents the Town in regional, state and national activities to be aware of programs available to the Town.

Performs other related duties as required.

#### DESIRED KNOWLEDGE, SKILLS AND ABILITIES

*(Note: This is an elected position (2-year term). The following qualifications are presented as a **guideline** for an administrative position at the Administrative Officer level.)*

Must be able to understand the overall mission of the Town and to apply this understanding to solving a variety of problems in the various Town departments. A working knowledge of the environmental, finance, personnel, planning, public safety, public works, recreation, and administrative services of a Town government. Ability to collect, analyze, and interpret data on problems of public administration. Ability to make reasonable alternative and optional determinations of the impact of public policy decisions on Town residents, businesses, etc. Ability to develop concise, creative and intelligible written and oral reports.

Duties are performed in an office environment. Position causes individual to sit at a desk or stand and work continuously for extended periods of time; walk, some lifting and carrying materials; may be occasionally required to move and/or lift up to 25 pounds; attend night meetings.

Frequent night meetings and other irregular hours. Considerable highway driving may be required to carry out duties as liaison to intergovernmental agencies. Some stress involved in public contacts.

#### REQUIRED QUALIFICATIONS (MINIMUM)

Resident elector of the Town. (Serves a two-year term.)

**BOS APPROVED: 2/28/2022**