Town of Ellington
Position Description

TITLE:	Town Administrator	STATUS:	Exempt
DEPARTMENT:	Board of Selectmen	CLASSIFICATION:	E-9
SUPERVISED BY:	First Selectman		

OBJECTIVES

Under the general supervision of the First Selectman, this highly responsible position performs chief administrative officer duties to assist the First Selectman in managing the affairs of the town; oversees the operations and services of the departments as directed; acts under the general supervision of, and assists, the Deputy First Selectman in the temporary absence of the First Selectman; and oversees Human Resources, labor relations and other general government functions of the Town as assigned by the First Selectman. Receives oral and/or written direction from the First Selectman.

ESSENTIAL FUNCTIONS

Directs and coordinates the 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.

Develops and initiates policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Coordinates, reviews, and submits annual budget recommendations to the Board of Finance in conjunction with the First Selectman and the Finance Officer/Treasurer. Coordinates program information and data to assist the First Selectman in the review and preparation of the Annual Budget and Capital Improvement Program recommendations.

Coordinates the collection, cash management and investment of Town funds with the Finance Officer/Treasurer, Tax Collector and Assessor. Meets regularly with the First Selectman and key staff members to discuss and act on administrative matters.

Participates in and manages short-term and strategic long-range planning for town services and development. Seeks and applies for State and Federal grant opportunities.

Manages the recruitment process for all staff. Serves as a resource in the interpretation of Personnel Polices, contract language and personnel matters. Ensures compliance with employment and labor laws as well as workplace safety and health regulations.

Works in conjunction with the Finance Officer/Treasurer on matters related to employee risk management programs including workers' compensation and unemployment claims.
Prepares for and participates in hearings for workers' compensation and unemployment claims.

Develops and administers the new employee orientation program and the employee recognition program. Participates with the First Selectman in exit interviews with terminating/retiring employees.

Participates in the negotiations of collective bargaining agreements with Town employee organizations.

Periodically reviews personnel practices and procedures including changes to personnel policies and job descriptions; researches and prepares draft proposals for review by First Selectman/Board of Selectmen.

Provides administrative direction to all department heads in accordance with established Town policies and procedures and relative state and federal statutes. Assumes program responsibility for all departments as directed by the First Selectman, including therein full supervision of staff and departmental functions. Directs, plans or implements policies, objectives or activities at the behest of the First Selectman through assigning or delegating to department heads. Ensures compliance and timely completion of assignments through analysis of departmental work methods and procedures and recommends improvements.

Supervises, directly and/or administratively, the following:

- Finance Officer/Treasurer
- Director of Public Works/Town Engineer
- Building Official
- Director of Recreation
- Town Clerk
- Fire Marshal
- Director of Human Services
- Youth Services Director
- Senior Center Director
- Town Planner
- Animal Control Officer
- Emergency & Risk Management Director
- Executive Assistant/Communications Coordinator
- Human Resources Coordinator
- Administrative Assistant/Recording Secretary

Manages the employee education training programs and implements a wide range of programs. Monitors compliance with OSHA requirements.

Oversees the Town's Information Technology (IT) operations for internal processes and business procedures.

Works closely with the Ellington Board of Education and the Superintendent of Schools.

Represents the First Selectman on special committees, regional government organizations and as liaison to other governments as necessary.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

A high degree of integrity and confidentiality. Considerable knowledge of public administration; general knowledge of state, municipal and labor law relative to the position. General knowledge of incident management systems. Excellent written and oral communication skills. Excellent listening skills. Excellent critical thinking skills with the ability to draw conclusions or approaches to complex problems to implement solutions; ability to recruit, lead, organize, supervise, train and evaluate staff. Ability to assess needs, initiate, organize and execute plans and directives. Ability to foster relationships and deal effectively with elected officials, business owners, outside agencies, other municipalities, employees and the general public. Ability to develop and manage a budget. Ability to prepare and present concise, informative management and organizational analyses, grant applications and reports. Ability to acquire working knowledge of state and community resources. Ability to prepare and publicly present reports in a clear and concise manner; ability to maintain statistical records.

REQUIRED EQUIPMENT OPERATION
Operates a personal computer, standard office equipment and drives a motor vehicle.

REQUIRED PHYSICAL EFFORT
Performs duties in an office environment. Must be able to sit at a desk or stand and work continuously for extended periods of time; carry reports and office equipment; walk, stretch and bend to file, some lifting and carrying materials; may be occasionally required to move and/or lift up to 25 pounds; attend 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)
Bachelor's Degree required (Master's Degree Preferred) in Public Administration, Business Administration or a closely related field and six (6) years of increasingly responsible experience at a management level in municipal administration or an equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities.

Must have and maintain a valid driver license.

BOS APPROVED: 02/28/2022
BOS REVISED: 05/08/2023