

**Town of Underhill**  
**Job Description**  
**Administrator**

**Reports to:** Select Board  
**FLSA Status:** Exempt

**Job Summary**

The Town Administrator is the principal liaison and support for the selectboard. He or she works closely with the selectboard to help them with the general administration of the town by providing administrative support, policy and decision making advice, and presenting the selectboard's decisions to external audiences when necessary. The town administrator works closely with other elected and appointed officials to ensure the smooth running of the town and effective communications between departments, with residents, and with other interested parties.

**Essential Job Functions**

- Acts as the main coordinator of the selectboard's day to day responsibilities including oversight and management of their meetings. This includes developing agendas, attending all meetings and hearings, taking accurate and appropriate minutes for permanent records and developing any other paperwork or correspondence necessary for the selectboard in the completion of their duties.
- Follows-up on selectboard decisions, activities and interests as necessary including getting legal consult, doing research, coordinating meetings and developing drafts documents.
- Assists and provides input in the selectboard's policy making and decision making by identifying problems and opportunities, analyzing options and offering recommendations to the board.
- Maintains selectboard files and records in coordination with the Town Clerk and other Town staff including all correspondence, legal documents, resolutions, ordinances, and other Selectboard materials.
- Coordinates selectboard activities with town staff, road crew and citizen participants; notifies interested and affected parties; acts as a point person for the Conservation Commission, Energy Committee, Recreation Committee, Trails Committee and any town task forces.
- Conducts research as directed; uses independent judgment to determine resources; consults with staff or outside agencies or consultants; prepares reports as assigned; coordinates information with outside agencies or other town staff.
- Maintains, enhances and improves the town website and phone system to inform interested parties of the activities of the town and other related issues.

- Develops, updates and maintains a town building maintenance and repair schedule with the assistance of other town employees.
  - Develops, posts and updates the town's monthly meeting schedule in accordance with state statutes
  - Represents the interest of the town and the selectboard before local, state and federal officials, community leaders, town employees and the general public
- Remains current on issues of interest to the town; implements follow-up actions and keeps town employees and selectboard informed of items requiring review or action.
- Researches grant availability, recommends, applies for, and completes follow up on grant applications in coordination with other town employees or officials.
  - Maintains complex and confidential automated and manual files.

**Knowledge of and comfort with:**

- Principles, practices and procedures of office administration and management in a multifaceted organization
- Municipal organization and administration, applicable laws, codes, regulations, policies and procedures
- Extensive knowledge of modern office practices, procedures and equipment, business English and letter writing, document preparation and spelling
- Planning and budgeting practices and procedures
- Computers and website maintenance
- Principles and practices of providing quality customer service
- Word processing; power point; excel and complex computerized filing systems

**Ability to:**

- Independently plan and organize work
- Perform difficult technical and administrative work using independent judgment, initiative and discretion
- Learn, apply and accurately interpret ordinances, statutes, policies and procedures
- Professionally represent policies and actions that may run counter to the Administrators personal preferences
- Be resourceful about getting the information, technical expertise or consultation to perform the required duties
- Plan, organize and communicate around a complex set of issues, messages and activities keeping appropriate records and informing appropriate parties
- Independently prepare routine meeting minutes, correspondence and other documents
- Performs research, analyzes data and information, and develops, evaluates and presents recommendations
- Use sound judgment in evaluating situations and making decisions on a variety of politically, legally sensitive and confidential issues

- Provide clear, concise information to a variety of audiences, including elected officials, officials of other jurisdictions, Town professional and management staff, and the general public
- Work collaboratively and effectively with a wide variety of people
- Establish and maintain effective working relationships with others; work cooperatively with others as a member of a service-oriented team

**Education and Experience:**

- Five to 10 years experience in a multifaceted organization with responsibility for planning, coordination and communication on a wide variety of issues.
- Bachelors Degree preferred

**Licenses and Certifications:**

- Possession of a valid Vermont driver's license