

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

Reports to: Select Board

FLSA Status: Non-Exempt Hourly

Employment Period: Approximately June thru November 2015

Hourly Rate: \$20.80

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. Other duties as assigned.

Education and Experience:

- Relevant experience in an organization, with responsibility for planning, coordination and communication on a wide variety of issues.

Licenses and Certifications:

- Possession of a valid Vermont driver's license