

TOWN OF CHARLOTTE JOB DESCRIPTION

Job Title: Assistant Town Administrator

Department: Selectboard

Reports to: Town Administrator

Salary Range: DOQ

Job Type: Part-time (Thirty-two (32) hours per week).

Prepared Date: January 2025

Supervision Received: Operates under the Select Board and Town Administrator, with significant independence within bylaws, policies, and laws. Minimal direct supervision.

Supervision Given: Manages all Town employees when directed by the Town Administrator.

Job Environment: Work is performed under typical office conditions.

Job Summary: Under the general direction of the Town Administrator, the Assistant Town Administrator performs professional administrative, planning, and technical work in the coordination and management of Town government. Responsibilities include management, supervision, procurement, and special projects. Acts as a liaison between Town officials, employees, and citizens. Exercises judgement in advising boards, commissions and committees on policies, goals, regulations, and statutory requirements related to Town administration. Refers undefined situations to the Town Administrator.

Minimum Education Requirements:

- Bachelor's degree in public administration, business administration, human resources, or a related field. Preferably, a master's degree or professional certification with municipal experience; **OR**
- Three to five years of administrative experience, preferably including municipal management or human resources, or an equivalent combination of education and experience.

Entry Level Knowledge, Skills, and Abilities:

- A. Municipal government, Vermont General Laws, Federal laws and regulations;
- B. Personnel management, labor relations, public finance, budgeting, and public ethics
- C. Capable of building and maintaining effective relationships with employees, board members, town officials, and the public. Proficient in communicating with employees, organizations, and the public; able to prioritize, plan, and organize complex tasks independently.
- D. Capable of meeting tight deadlines.
- E. Discreet with confidential information including personnel files, negotiations, bid documents, legal issues, and criminal investigations.
- F. Strong presentation skills, both written and oral.
- G. Proficient in mediation, conflict resolution, and leadership. Excellent in customer service and public relations.
- H. Skilled in analysis and budgeting.
- I. Proficient in computer skills, including spreadsheets, databases, financial, and word processing software. Experienced in electronic documentation, spreadsheets, presentation applications, and information availability.

Essential Functions:

- A. Supports the Town Administrator with management, planning, and town-wide projects.
- B. Joins working boards/committees/commissions, creates analytical reports, and coordinates initiatives.
- C. Advises on operational and administrative issues, ensuring compliance with laws, bylaws,

- policies, and procedures.
- D. Implements and enforces policies and procedures as directed, evaluates their effectiveness, and keeps the Town Administrator informed on relevant issues.
 - E. Represents the town in various forums and venues, acts on behalf of the Town Administrator in their absence, and serves as acting Town Administrator when designated by the Town Administrator or Select Board. Serves as liaison and coordinates with municipal, county, state, and federal agencies. Attend various meetings to gather or present information, respond to questions, and receive input.
 - F. Provides staff support to other boards, commissions and committees as assigned by the Town Administrator.
 - G. Provides support in procurement and contracting for supplies, services, design, and construction;
 - H. Prepares RFP documents and advises department heads and staff on procurement procedures and requirements; assists departments with the preparation of required contracts.
 - I. Evaluates the environment for effective performance, training and development needs, employee relations, and organizational structure as it affects employee motivation and interdepartmental relations.
 - J. Helps prepare annual budgets and provide backup information for Town Meeting warrant articles on various projects.
 - K. Assists in preparing for Select Board meetings by researching issues and providing background and recommendations.
 - L. Responds to citizen inquiries, complaints, and suggestions; offers research help and addresses requests from Town departments, the public, citizen groups, and media.
 - M. Supports the Town Administrator on administrative issues and special projects as directed. Attends after-hours meetings and events as needed.
 - N. Performs related tasks assigned by the Town Administrator.
 - O. *Please note: The duties mentioned are examples of possible tasks. Similar or related duties may also be assigned. This description does not form an employment agreement and can change based on the Town's needs and job requirements. Position description received by*

Work Conditions & Schedule:

- A. Employees in this position work primarily in an office environment with moderate noise levels and controlled temperature conditions.*
- B. Must sit, listen, use hands, walk, stand, stoop, kneel, and reach to access documents.*
- C. Occasionally lift up to 35 lbs.*
- D. Vision and hearing are necessary.*
- E. Anticipated work schedule of Monday to Thursday 8:30 AM to 4:30 PM, with a paid 30-minute lunch. The Assistant Town Administrator is expected to staff Planning Commission meetings as assigned, which are scheduled for the 1st and 3rd Thursdays of most months.
- F. Work is to be performed during normal business hours, except when staffing evening Planning Commissions, and other town boards as required.

* These demands represent what an employee needs to perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job Description Acknowledgement:

- A. I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the Town of Charlotte Selectboard without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.
- B. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.
- C. I have discussed any questions I may have had about this job description prior to signing this form.

Employees Signature: _____ Date: _____

Employees Name (Printed): _____