

TOWN ADMINISTRATOR

DEFINITION

Under direction of the Board of Trustees and Mayor, performs highly responsible management, administrative and professional duties as the Chief Executive Officer of the Town of Holly Government. Employees of this class are expected to exercise a high degree of independence, initiative and professional expertise in the administration and day-to-day management of the Town in accordance with policy established by the Board of Trustees, Town, State and Federal laws, regulations and guidelines. An important aspect of this position is the very high profile as the Town's Chief Executive Officer and the overall responsibility for all Town departments. The individual filling this position serves at the pleasure of the Board of Trustees.

SUPERVISION RECEIVED and EXERCISED

Receives direction from the Town of Holly Board of Trustees and Mayor; exercises functional and technical supervision over all other employees of the Town.

EXAMPLES OF DUTIES The listed examples are not all-inclusive.

Has overall responsibility for the proper procedures, policies and operations of all Town departments and assures all laws, regulations and guidelines are adhered to relating to Town Government and services.

Represents the Town in dealing with other governmental jurisdictions, private firms, professional groups, citizen groups, the press and the general public. Includes speaking before civic, business and professional groups on the plans, goals, objectives and programs of the town.

Attends conferences and conventions and other educational and professional meetings to keep updated on Town management and administration.

Establishes measures to improve methods, use of equipment, changes in operations, working conditions, quality of work and any necessary expansion to increase the efficiency and services of the Town.

Coordinates with the Town Treasurer on preparation and submission of the annual Town budget in compliance with Colorado state budget laws and ensures adherence of Town departments to the budget. Develops and supervises, with the Town Treasurer, grant applications and awards.

Reviews and approves contracts for outside professional and construction services.

Attends all Board of Trustee meetings and workshops to represent Town matters, unless excused by the Board of Trustees or Mayor.

Has authority for all employee hires, promotions, transfers, discharges and disciplinary measures, with final approval being voted upon in open meeting of the Board of Trustees. Ensures that the Town's personnel handbook is followed properly.

Makes field surveys to evaluate special needs, unusual problems and to check the quality of work projects. Establishes priorities of work with Town maintenance employees.

Prepares written communication and reports regarding Town projects and activities. Keeps the Board of Trustees advised of Town activities through oral and written reports. Prepares Board agendas in conjunction with Town Clerk. Advises Board of Trustees on matters coming before them. Has the right to participate in the discussion of matters before the Board.

Reviews plans, technical reports, budget estimates and proposed ordinances, resolutions and regulations relating to Town Government.

Calls, conducts and chairs essential meetings to coordinate Town activities and resolve any unusual operational or personnel problems. Coordinates with and directs Town departments to meet changing community needs.

Performs semi-annual evaluations of work performance of employees.

Ensures that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the Town are observed.

Is an *ex officio* member of the Board of Trustees, except in matters involving the conduct of performance as Administrator. Is an *ex officio* member of all boards and commissions of the Board of Trustees.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the modern principles and practices of administration and management as well as the laws, regulations and guidelines relating to Town Government.

Ability to direct and supervise managers and professionals of all levels.

Thorough knowledge of budget procedures and practices. Ability to administer and budget a large and diversified field of activities and services.

Ability to organize, direct and coordinate the activities and services of the departments and divisions that comprise Town Government, and to coordinate these services with outside public and private agencies to most efficiently meet the needs of the public.

Ability to research, prepare and present comprehensive written and oral reports to Trustees, the Mayor, the press and other interested parties as required. Assemble, organize and present statistical, financial and factual information derived from a variety of original and secondary sources.

Ability to establish and maintain effective working relationships with other employees, Town officials, County, State, Federal and private agencies, elected officials, the press and the general public. Investigates or resolves, or assigns others to do so, resident complaints that cannot be handled by other personnel.

REQUIRED EXPERIENCE AND EDUCATION

Graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field, and two years of responsible administrative, municipal, public agency or private sector background. Master's Degree in public administration preferred. These requirements are subject to change by the Board of Trustees on a case-by-case basis.

ADDITIONAL REQUIREMENTS

Must be a resident of the Town of Holly during the tenure of office.