



Town Administrator Job Description

The Commission shall appoint a Town Administrator who shall serve at the pleasure of the Commission. The Commission shall determine the conditions of employment. The Administrator shall be chosen on the basis of executive and administrative qualifications with reference to knowledge of or experience with the duties of the office. The Administrator shall furnish to the town for approval a surety bond in an amount to be prescribed by the Commission and approved by the Town Attorney. The bond shall be conditioned on the faithful performance of duties. The bond premium shall be paid by the town.

The Administrator shall be the chief financial officer and chief personnel officer of the town. The financial powers of the town, except as otherwise provided by this charter, shall be exercised by the Administrator under the direct supervision of the Commission. Under the supervision of the Commission, the Administrator shall have authority and be required to:

- Prepare an annual budget to be submitted to the Commission.
- Supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded.
- Maintain a general accounting system for the town in such form as the Commission may require, not contrary to state law.
- Submit at the end of each fiscal year, and at such other times as the Commission may require, a complete financial report to the Commission.
- Ascertain that all taxable property within the town is assessed for taxation.
- Collect all taxes, special assessments, license fees, liens, and all other revenues (including utility revenues) of the town, and all other revenues for whose collection the town is responsible, and receive any funds receivable by the town.
- Have custody of all public monies, belonging to or under the control of the town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the town.
- Do such other things in relation to the fiscal or financial affairs of the town as the Commission may require or as may be required elsewhere in the charter.
- Attend all meetings of the Commission.
- Perform all duties established in the charter as being the responsibility of the Town Administrator.
- Such other duties and responsibilities determined by the Commission.

In addition to the above duties, the Town Administrator shall perform all of those duties which are the responsibility of the Town Clerk in the event the position of Town Clerk is vacant.