

## **Town Administrator Job Description**

The Town of New Castle is looking for a Town Administrator who would report to the 3-person Select Board, manage Town employees, and support the operations of the Town. New Castle is an island (2 bridges) off the coast of Portsmouth NH, with a population of about 1,000, and an operating budget of approximately \$4 Million.

This is a new position, which will require a person with initiative, analytical abilities, and excellent communications skills to manage multiple projects and opportunities.

### **Responsibilities:**

1. Ensure that the Town is compliant with all Town, State, and Federal requirements/regulations, policies and procedures.
2. Ensure that all vendor contracts, town assets, insurance policies, etc. are cataloged and managed cost-effectively to ensure that we have a complete picture of our obligations and coverage, and manage contracts and renewals.
3. Proven ability to define a project as assigned by the Select Board, and provide a thorough and complete summary and recommendation to management, with supporting detail. Implement the Select Board's decision, as requested.
4. Manage a diverse staff. Act as liaison between Select Board and staff, ensuring that Select Board's goals are well communicated and that employee issues and work product is well communicated to Select Board. Hire/fire (in consultation with Select Board), define and review staff against written job objectives, coach employees, and ensure interdepartmental communication and coordination.
5. Ensure that there is redundancy of key functions within Town Hall by facilitating cross training, and/or other processes/education.
6. As requested, develop new operational, employee, municipal, etc. policies.
7. Find opportunities to cut costs, and improve service levels. Look for opportunities to streamline resident's and other customer's experiences with the Town Hall.
8. Coordinate with various Town Committees (land use boards, ad hoc committees, etc.) as needed or as requested by Select Board.
9. Assist Select Board with capital and strategic planning, ongoing large scale maintenance projects, etc., by providing analysis and input, working with town boards, outside vendors, etc.

10. Handle inquiries from Town residents, either personally or through Town Hall staff. Ensure thoroughness and consistency of responses.
11. As requested, serve as point person on town projects, interfacing with engineering firm's designee, to insure that Select Board and appropriate town departments are all in the information loop.

**Qualifications:**

Mature person, with excellent people skills, and strong analytical and communication skills, ideally with town administration experience. BA or MA, experience in working in a municipal setting with staff management experience. This individual needs to coordinate closely with the Select Board and take direction from them, and also have the ability to problem solve and show initiative. This individual needs to maintain confidentiality and handle sensitive issues; and, at all times, comply with existing laws, ordinances and regulations. The Town Administrator must be knowledgeable about NH RSA's, conversant with technology issues such as website management, data bases, office products, etc. Polished and professional individual who will represent the Town effectively.

**Reports to:**

Three-person Select Board.