

TOWN ADMINISTRATOR

GENERAL STATEMENT OF DUTIES:

This position serves as the chief executive officer of the Town of Stoneville, NC. Emphasis of the work is on applying professional expertise and administering the day-to-day management of the Town with policies established by the Town Council, and in accordance with various Town, State, and federal laws, regulations, and guidelines. This position works for the Town Council and serves as the appointing authority for all employees of the Town.

DISTINGUISHING FEATURES OF THE CLASS:

The Town Administrator is expected to exercise a considerable degree of independence, initiative, and judgement since this position serves as the Town's chief executive officer with overall responsibility for all Town departments. The Town Administrator provides guidance and direction with visionary and innovative leadership, supervision and management of employees, and direction of the Town's management team to coordinate their efforts toward achieving their departmental objectives. Major responsibilities include directing the development and administration of the Town budget and capital programs, overseeing development, planning, and implementation of the strategic plan, and setting goals and objectives to meet the operational needs of the Town. This classification and employee are defined as an "at-will" position. Work is performed under the guidance of the Town Council and is subject to evaluation based on results achieved.

ILLUSTRATIVE EXAMPLES OF WORK:

- Attends Council meetings and presents information and recommendations deemed necessary or as requested by members of the Council.
- Communicates orally, and in writing, with customers, the press, the public, civic groups, and the Town Council to resolve concerns and problems, and answer questions.
- Reviews regular and comprehensive management reports from all departments.
- Remains informed about issues discussed by boards and commissions.
- Attends and participates in professional groups and committees.
- Responds to and resolves difficult and sensitive employee, resident, and other stakeholder inquiries and complaints.
- Administers and enforces the Town Charter and is responsible for the operations of the Town.
- Meets with and advises the Town Council on matters related to Town operations and policies.
- Plans, coordinates, and directs the operation of Town departments and programs; evaluates organizational issues and problems and facilitates strategies to resolve issues.
- Develops and proposes the Town's annual operating budget for approval.

- Maintains responsibility for intergovernmental relations with other cities, and public and private organizations.
- Provides overall organizational leadership and promotes the organization's values.
- Ensures Town workplaces are free of discrimination based on race, color, creed, religion, gender, disability, sexual orientation, and all other non-job-related factors.
- Creates systems to facilitate and ensure maximum productivity of employees.
- Ensures accountability throughout the Town organization.
- Appoints all Town employees (except those subject to Council appointment as outlined in the Charter); suspends or removes employees, as necessary.
- Makes recommendations on personnel policies and assignments for efficient operation of the Town government to the Council for approval.
- Prepares and mentors department heads and supervisors to assume broader leadership roles.
- Enforces all laws, provisions of the Charter, and acts of the Council subject to enforcement.
- Assures ongoing compliance with N.C.G.S. 160 as it applies to local municipalities.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of complex public policy issues.
- Knowledge of intergovernmental relations.
- Knowledge of Federal, state, regional and local jurisdictional partnerships.
- Knowledge of municipal financial management and fiscal policies.
- Ability to shape and implement policy direction.
- Ability to listen, facilitate, and synthesize multiple points of view.
- Ability to foster an organizational climate that attracts, retains, and develops talent at all levels.
- Ability to communicate orally and in writing with all levels of Town staff, Town officials and citizens.
- Ability to manage, organize, and direct the work of others and provide organizational leadership.
- Ability to build effective working relationships with Town officials, coworkers, subordinates, and citizens.

PHYSICAL REQUIREMENTS:

Light Work- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures and to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

WORKING CONDITIONS:

Employee is subject to both environmental conditions: Activities occur inside and outside.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree from an accredited college or university, preferably in Public or Business Administration and five (5) or more years of progressively responsible experience in managing a municipal government as a Town Manager/Administrator or Assistant Town Manager/Administrator or Senior Executive; or Master's Degree in a related field and three (3) or more years of related experience; or an equivalent combination of education and experience.

Special Requirements:

- Valid North Carolina Driver's License.
- Completion of the Municipal/County Administration Course from the School of Government, UNC Chapel Hill (preferred).
- Professional certification from the International City/County Management Association (ICMA) or other leading professional certification body (preferred).

FLSA Status: Exempt-Executive (not subject to the overtime provisions of the Fair Labor Standards Act)

Disclaimer:

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

October 2020