Vershire Town Administrator Job Description

Position Title: Town Administrator
Reports To: Selectboard
Status: Full-time hourly (flexible with evening meetings required)

Job Summary

The Town Administrator is a senior administrative position responsible for overseeing the overall operations of the Town of Vershire under the direction and at the discretion of the Selectboard.

The Administrator supports the Selectboard by implementing policies, managing daily operations, coordinating budgets, and ensuring compliance with municipal, state and federal regulations. The Town Administrator is expected to deliver Town services in a cost-effective manner, and identify strategic opportunities for the Town as a whole.

This role requires a high level of organizational skills, leadership, and the ability to work collaboratively with a variety of stakeholders.

Essential Duties and Responsibilities

1. Operational Oversight:
    - Ensure effective coordination between Employees, Town Clerk, Town Treasurer, Committee Chairs, State and Federal Agencies, Nonprofits, Residents, Taxpayers, Visitors and the Selectboard.
    - Keep the Selectboard informed of all important matters involving the Town and make reports and recommendations to the Board. Acts as point person for Selectboard - communication, correspondence, and scheduling - internal and external.
    - Support maintenance of technology in all Town Buildings including security systems, internet, phone services, software, and hardware.
    - Supervise and manage Town's annual budget in collaboration with the Town Treasurer and Committee Chairs.
2. Budget and Financial Management:
    - Gather financial reports from the Treasurer, ensure proper allocation of funds, and provide monthly updates to the Selectboard.
    - Collaborate with the Treasurer to ensure grant documentation/project is completed on time and in compliance with all financial regulations.
3. Selectboard Support:
    - Prepare material for Selectboard meetings, including agendas, financial reports, operational updates. Take meeting minutes in compliance with

Vermont's Open Meeting Law. Publicly post agendas and minutes at designated locations (Town Office, Town Center Building, South Vershire and Town website). Oversees and delegates follow up on Selectboard meeting content, issues, action items.
- Attend Selectboard meetings and work sessions, providing recommendations on policies and Town affairs.
- Prepare Town Report for Town Meeting; collaborate with the Town Clerk in gathering information for Town Report.
- Acts as purchasing agent for the Town for the purpose of maintaining Town buildings and purchasing supplies for committees, with the approval from the Selectboard.

4. Personnel Management:
    - Oversee human resources, including adherence to personnel policies, recruitment, onboarding/orientation of new employees (exception for road crew as onboarding/orientation is conducted by Road Superintendent); ensures performance reviews are completed in a timely manner; schedules DISA Compliance screening for CDL drivers. Share personnel information with the Town Treasurer as needed.
    - Acts as liaison between the Selectboard and appointed Committee Chairs, assisting with posting of Committee agenda, minutes, and planned town events to the Town website.
5. Policy Implementation and Compliance:
    - Implement Selectboard and Town policies and ensure compliance with municipal, state and federal law.
6. Project Management:
    - Plan, oversee, and coordinate Town projects, at Town buildings/properties. including infrastructure upgrades, capital improvements, and community initiatives. This includes the scheduled maintenance and supply inventories at Town locations. (See Town Procurement Policy.)
    - Collaborate with the Selectboard and other stakeholders, to set goals and priorities for Town projects
    - Develop project timelines, budgets, and resource allocations to ensure projects are completed on time and within budget.
    - Work closely with department heads, contractors, and stakeholders to monitor project progress and address any issues or delays.
    - Provide monthly updates to the Selectboard on the status of ongoing projects, highlighting milestones, challenges and achievements.
    - Ensure projects are aligned with Town goals and comply with relevant regulations and standards.

7. Community Relations:
    - Act as a liaison between the Selectboard and residents, taxpayers, visitors to address concerns, and ensure transparent communication.
    - Represent the Town in meetings with regional, state, and federal agencies.
8. Long-term Planning:
    - Develop with the Selectboard long-term strategic plans for the Town's growth capital improvements, and infrastructure.
9. Crisis and Emergency Management:
    - Work closely with the Emergency Management Director (EMD), local Emergency Management Team to develop and maintain emergency operation plans in coordination with LEMP and other departments.
10. Miscellaneous Duties:
    - Handle special projects as directed by the Selectboard.
    - Maintain and update Town website including calendar of events, Town Center Building rental, contact information, meetings schedule, public documents and any other Town related information.

Required Qualifications

Education:

Bachelor's degree in public administration, business administration, political science or related fields, or equivalent professional qualifications or experiences. A master's degree is preferred but not required.

Experience:

At least 3-5 years of experience in municipal government or a comparable leadership role in the private or nonprofit sectors. Experience with budgeting, grant writing and public policy is essential.

Knowledge, Skills, and Abilities

- Leadership and Supervision:
    - Demonstrated ability to lead and manage a diverse team of committee heads and employees.
- Financial Acumen:
    - Strong understanding of municipal finance, fund accounting, budgeting, and grant administration.
- Interpersonal Skills:
    - Ability to communicate effectively with the public, Selectboard, Town staff, Town committees and external agencies. Ability to manage and resolve conflicts constructively.

- Analytical Thinking:
    - Proficiency in analyzing complex problems and presenting clear recommendations.
- Technology Proficiency:
    - Familiarity with office software (Word, Excel, NEMRC financial systems, Google Workspace, project management systems), as well as the ability to use virtual meeting platforms.
- Organizational Skills:
    - Strong ability to manage time, handle multiple projects, and prioritize tasks in a fast-paced environment.
- Crisis Management:
    - Experience in emergency planning and response is a plus but not required.

Working Conditions

- This is a full-time position requiring a range for 32 - 40 hours per week, with some evening and weekend meetings.
- The Town Administrator is expected to attend Selectboard meetings and other Town-related events.
- Some travel may be required for meetings with regional, state, and federal officials.
- Office hours in the Town Office are required for public access with an office to assist the public.

Adoption: This job description was reviewed and adopted by the Vershire Selectboard on September 9, 2025

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