

Position Description: Town Administrator

Town of Burlington

Amended 03-25-22

1. General Powers and Duties

The Town Administrator, under the direction of the Town Board, is responsible for the administration of all town functions, departments, and activities within the guidelines and requirements of Wisconsin State statutes, adopted town budgets, policies, ordinances, and resolutions. The Town Administrator is responsible for the administration of all departments, employees, and contractors under the jurisdiction of the Town Board and manages all day-to-day operations of the town.

The Town Administrator implements policy in accordance with the strategic direction established by the Town Board. This role is further responsible for maintaining strong communication with the Town Board to ensure they are kept advised of activities, decisions, recommendations, or other pertinent matters regarding town operations, as well as any developing concerns.

The Town Administrator provides leadership and direction in the development of both short and long-range plans and acts as a trusted advisor to the Town Board, committees, department heads, and the public when applicable.

The Town Administrator is the Town's primary interface to the public, organizations, affiliated districts, neighboring communities, and other state, local, and federal agencies. It is expected that the

Town Administrator conduct themselves professionally and, in a manner, consistent with the trust bestowed upon them.

2. Qualifications

2.1 Education and Experience

- College degree from an accredited institution of higher education in public or business administration or related field of study, Master's degree preferred or equivalent experience
- At least 5 years of related professional experience. Municipal experience strongly preferred
- Experience or demonstrated expertise in the operation and organization of municipal government

The Town Board may waive any or all educational or professional requirements when determined that doing so is in the best interest of the Town.

2.2 Specific Skills and Knowledge

- Demonstrated knowledge of Wisconsin law as it affects Towns
- Knowledge of Town management functions including goal setting, planning, and staffing along with reporting requirements to DOA, DOR, Etc.
- Project Management
- Proficiency in working with Computers and related applications including Microsoft Office, QuickBooks, and other municipal applications.
- Strong oral and written communication skills both
- Collaborative approach to problem solving

2.3 Residency

There is no residency requirement for the Town Administrator.

3. Supervisory Responsibilities

The Town Administrator:

- Supervises and directs all employees in a matter consistent with the policies adopted by the Town Board, procedures, rules, regulations and any federal or state employment laws.
- Development of objectives and employment incentives for department heads, maintains close contact with their activities, and department operations, measures and evaluates performance and makes recommendations as to compensation and scope of duties.
- Receives and makes appropriate disposition of all correspondence and communication; anticipates the needs of the Town Board for information and background material for decision making and policy decisions.
- Conducts regular staff meetings and reviews goals and objectives with department heads; evaluates performance, effective utilization of equipment, and other records.
- Coordinates and cooperates with the Planning and Zoning Committee, other commissions, 3rd party functions, boards, and departments within the town, county, and state.

4. Record Maintenance

The Town Administrator ensures that full and complete records are kept in accordance with rules, policies, and applicable laws. This includes financial and administrative activities. Such reports are made available to the Town Board and to the public upon request.

5. Attendance at Town Board Meetings

The Town Administrator is expected to be present at all regular and special meetings of the Town Board unless excused in advance. The Town Administrator has a voice, but no vote, in its proceedings. As needed, attendance in county and state proceedings may be required.

6. Facilities Maintenance

Town Administrator is responsible for the use and maintenance of all Town land and buildings and for making recommendations for improvements, acquisition, and disposal as required.

7. Budgets

Under the leadership of the Town Board, the Town Administrator assists in the preparation and presentation of the Town's annual operating budget. The Town Administrator shall submit annually a five-year capital improvement plan, including cost estimates, proposed financing, costs associated, and future operation and maintenance of any capital items.

8. Payroll

The Town Administrator reviews, validates, and signs all payroll and expenses submitted for payment of Town funds.

9. Procurement

The Town Administrator is responsible for procurement for the Town and must act in accordance with all applicable Town policies and laws pertaining to such. The Town Administrator prepares Request

for bid/proposal specifications, analyzes submissions, and serves as the Town's contract administrator.

10. Financial Resourcing

The Town Administrator proactively works to obtain resources from federal, state, and other agencies to ensure that the Town is participating in programs that provide financial incentives.

11. Other Duties

The Town Administrator oversees all personnel systems, proposes personnel policy changes to the Town Board for consideration, and is responsible for keeping documentation and employee deliverables up to date and current as well as in accordance with all applicable laws and regulations.

This position description is not intended to outline every responsibility of the role and other requirements may exist.