



TOWN OF ELIZABETH

JOB DESCRIPTION

TITLE: TOWN ADMINISTRATOR
DEPARTMENT: ADMINISTRATION
REPORTS TO: MAYOR AND BOARD OF TRUSTEES
EMPLOYMENT STATUS: REGULAR FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: GRADE 122 OR AS MAY BE AMENDED.

Description:

Actively support and uphold the Town of Elizabeth's mission and values. Under the general direction of the Town Board of Trustees, manage, direct, and supervise the daily activities and programs of the town. Provide professional guidance, leadership, and advice to the Town Board of Trustees. Direct the daily activities and programs of the Town through the Town's departments. Develops and maintains quality customer service to citizens and promote consistency and transparency in the Town's actions. Administer all Town departments, except the Town Attorney and Municipal Judge. Serve at the pleasure of the Board of Trustees.

Duties:

*The following duties **are not** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position specific duties.*

- Plan, organize, coordinate, direct, review and manage the activities and programs of the Town. Perform a wide variety of tasks to facilitate the administrative operations and best practices of the Town.
- Serve as the lead member of the Management Team as a positive, active and engaged member.
- Supervises all staff through the department heads, except for the Town Attorney and Municipal Judge
- Budget planning, development, administration, and strategic financial planning. In concert with the Town Treasurer and department directors prepare the Town's annual budget; and oversee the administration of the annual budget and strategic financial planning. Build expertise within the departments to facilitate administration of their departmental budgets.
- Recommend, prepare, and present ordinances, resolutions, code changes, contracts implementing best practices related to public administration of the Town.

- Have the skills and ability to provide positive leadership and direction to the Town's departments.
- Assure staff cross-training, professional and technical development and encourage life-long learning.
- Assures the preparation of the Board of Trustees' meeting agenda, including agenda items and packet.
- Oversees the development and dissemination of public information
- Responds to public inquiries, complaints, and concerns in a tactful, timely and effective manner.
- Implements ordinances and Board policies, rules and regulations and ensures statutory compliance.
- Works with legal counsel on legal advice and issues for the Town.
- Represents the Town of Elizabeth at meetings with federal, state, and other local government officials.
- Attends a wide variety of professional and public meetings to represent the Town with positive and visible community involvement; and explains and interprets policies, procedures, and/or functions of departments at these meetings.
- Conducts regular staff meetings to establish project priorities and to ensure the coordination of such information flows to staff and the Board of Trustees.
- Performs related duties as assigned by the Board of Trustees.
- Maintains a positive, cooperative attitude, and displays professionalism, courtesy, expertise, discretion, and appropriate tact in all interactions with the Board of Trustees, employees, and with the public.
- Actively communicate the Board's directions, goals, and mission, and assist on planning and implementing the work as needed, while supporting the Town's vision, mission, and goals.
- Regularly report to and advise, the Board of Trustees on pertinent issues, problems, and opportunities.
- Serve an active role (communication, coordination, and cooperation) in the Town's community development processes; maintain positive working relationships with both the Town Staff and the development community.
- Provide oversight on development proposals, projects, the creation of subdivision improvement agreements (SIA), and on project improvement plans, final maps, plans and other agreements.
- Assure compliance with all Federal, State and Town laws, regulations, and directives.
- Recommend any special studies that may be directed by the Board of Trustees and/or as may be needed by the Town to do projects, activities, or programs. Oversee such studies. Deliver reports and recommendations to the Town Board of Trustees for consideration and/or adoption.

Other Job Duties:

- Participate in conferences with other government officials to arrive at solutions to mutual problems.
- Represent the Town on or before various outside boards, commissions, and civic groups on matters relating to administration of the Town as required.
- Participate as Town advisor on local committees when needed.
- Attend all Board of Trustee meetings, Management Team, and other Town meetings as required.
- Be dependable and always meet acceptable attendance requirements.
- Follow all applicable safety rules and regulations.

Required Knowledge, Skills and Abilities:

Knowledge of -

- Modern, advanced best-practices of public administration.
- The workings, laws and regulations affecting the operation of local government.
- Research methods and practices, sources, and availability of information.
- Modern municipal public finance administration and practices.
- Fiscal and other laws specific to Colorado such as GASB, TABOR and the Gallagher Amendment.
- Risk management and insurance issues.
- Emergency & Disaster Management elements such as: NIMS, ICS, and the Disaster Cycle.
- Basic employment laws such as FLSA, ADA, HIPPA, COBRA, Worker's Compensation, Unemployment, and the Family Medical Leave Act; and
- Federal, state, and local laws and ordinances regulating the Town's operations.
- General development principles, methodologies, and techniques in retail, commercial and/or residential development.
- Federal, state, and local laws, rules, regulations, standards, procedures, and protocols related to the public administration functions.
- Infrastructure development and maintenance.

Ability to –

- Plan, organize, coordinate, assign, implement and evaluate the work of subordinate professional and technical employees.
- Solve problems through teamwork and team building.
- Train and develop staff, both professionally and personally, using teamwork, education, training, job rotation, on other techniques for building staff capacity.
- Administer various contracts effectively, assuring compliance with all standards and provisions.

- Work effectively with the Management Team and Town departments and establish and maintain effective working relationships with other employees, representatives of other governmental agencies, contractors, developers, and the public.
- Prepare cost-benefit and ROI analysis when required.
- Communicate complex issues effectively, both orally and in writing.
- Analyze problems, identify alternative solutions, forecast consequences of proposed actions, and implement recommendations.
- Work non-standard hours such as evenings, weekends, and holidays as necessary.

Skilled in -

- Public speaking, communicating both verbally and through writing.
- Strong interpersonal and organizational skills, tact, and the ability to resolve problems and manage conflict.
- Utilizing problem-solving strategies.
- Providing high quality customer service.

Minimum qualifications:

- Minimum of a baccalaureate degree in Political Science, Business Administration, Public Administration, or closely related field required; Master's Degree in Business Administration, Public Administration, or a Juris Doctor preferred.
- A minimum of five (5) years progressively responsible experience* in business and/or government, with a minimum of three (3) years of working in local government administration, finance, planning or similar area; or any equivalent combination of education and experience.
- Two or more of the years of experience in a deputy, an assistant or administrator position is preferred.
- Any equivalent combination of training, education, and experience, which provides the individual with the required knowledge, skills, and abilities to perform the job.
- ICMA Credentialed Manager is preferred.

***Experience:**

Experience must be sufficient to thoroughly understand the diverse objectives and functions of the various administrative and operational departments to plan, organize, staff, implement, direct, coordinate, budget, evaluate work, and report on results for the Town as an entity.

Special Requirements:

- Must reside within the Town of Elizabeth or adjacent thereto, as may be directed by the Board of Trustees.
- Ability to be bonded.
- Ability to work evenings to attend scheduled public meetings.

Environmental and Physical Conditions:

Physical activities include sitting, and occasional walking or standing; hearing, speaking, seeing, and manual dexterity. Ability to move to and from various points within the Town Hall facility. Ability to grasp, see, read, handle, and manipulate documents. Ability to participate in routine conversation in person, via telephone, or via recording. Ability to remember schedules, programs instructions, and Town Board actions.

Employee's Signature

Supervisor's Signature

Date

Date