

TOWN OF SIMLA
JOB DESCRIPTION

Job Title: Town Administrator/Manager

Department: Administration

Reports to: Board of Trustees

FLSA: exempt

Work Schedule: Full – Time, Monday through Friday, Attends all Board meeting and workshops

Benefits: Paid Time Off, Sick Leave, paid holidays, Health, Life Dental, Vision and Retirement

Summary:

The Town Administrator provides professional administration, management and supervision of municipal departments. Carries out the policies and town codes adopted by the Board of Trustees. Assures compliance with relevant federal laws and regulations, be familiar with local, state and federal laws.

Supervision

Reports to and receives directions from the Board of Trustees. Exercises independent judgment. Assumes responsibility for decisions. Oversees key department heads.

Essential Duties and Responsibilities Including but not limited to:

- Functions as Administrative Officer for Town of Simla.
- Prepare in conjunction with the Town Treasurer, a comprehensive annual operating budget and capital improvement plan.
- Ensures fiscal responsibility and modern accounting and financial reporting practices.
- Develop performance measurement systems for municipal services.
- Plans for short-term and long-term financing for capital projects. Make recommendations for appointments and removal of relevant positions and membership on committees.
- Recruits, interviews and supervises the municipal workforce, including department heads. Make hiring and firing recommendations to the Board of Trustees.
- Provides oversight of personnel functions, collective bargaining, classification and compensation plans and benefits.
- Serves as the Chief Procurement Officer.
- Oversees and manages property and assets.
- With Board approval applies for and administers federal, state and private grant funds.
- Acts as the liaison with state and federal government, local civic and business entities and interested members of the public with emphasis on stimulating economic growth for Simla.
- Facilitates the flow and understanding of ideas and information between and among elected officials, employees and citizens.

REQUIRED KNOWLEDGE, QUALITIES, SKILLS AND ABILITIES

- Possess a high degree of ethics, integrity, and where needed confidentiality. Has the ability to be innovative and creative in an often changing and challenging environment.
- Posses' communication skills, both verbal and written. Able to create, develop and evaluate a wide variety of written communications including proper grammar, punctuation and spelling.
- Demonstrate knowledge of word processing at sufficient level of skill to accurately complete a heavy workload in a timely manner. Knowledge of networked computer functions, including Internet and e-mail sites. Demonstrate knowledge of experience in use of spreadsheets and databases.
- Capable of producing quality work despite frequent interruptions. Perform varied administrative tasks; determine relative importance of each, set deadlines, and complete projects accordingly.
- Strong self-starter with ability to understand both written and verbal instructions and to work under close, general or no supervision depending on the nature of the assignment. High sense of responsibility and proven dependability.
- Possesses a valid Colorado Driver's License.

PHYSICAL REQUIREMENTS:

- Ability to conduct activities involving walking, and frequent standing and sitting.
- Ability to lift or carry items up to 25 pounds that include records, paper boxes, mail, files and maps. May require moderate lifting up to 45 pounds under some circumstances.
- Ability to conduct activities involving climbing, balancing, stooping, kneeling/bending, crouching, crawling, twisting, and reaching on a limited basis.
- Ability to use a computer for prolonged periods.
- Required to work after normal work hours to attend meetings on a regular basis. Could be exposed to adverse weather conditions.

EDUCATION AND EXPERIENCE REQUIRMENTS:

High school diploma or GED equivalent plus some college preferred. Have at least two years of management experience, preferably in public administration. Knowledge and skills in accounting preferable governmental along with knowledge of Municipal, and State Laws helpful.

The Town of Simla is an Equal Opportunity Employer.

I hereby acknowledge receipt of this job description

Date

Representative Town of Simla