

Town of Jamaica

General Position Description

This position description is a general statement of the essential and non-essential duties and responsibilities of the position. It contains the functions necessary to describe and clarify the position. Additionally, management reserves the right to add, delete or modify the duties and responsibilities contained in this position description.

TITLE: Jamaica Town Administrator

EXEMPT/NON-EXEMPT STATUS: Hourly

TYPICAL SCHEDULE: This is part-time position, schedule to primarily take place during regular office hours (9:00 - 4:00) but may also include attending meetings or work outside of those hours. The position will work approximately 20 hours per week.

POSITION REPORTS TO: Jamaica Select Board

SUPERVISION GIVEN TO: The administrator would not have direct supervisory responsibility over any employees, except as specifically authorized or requested by the Selectboard.

POSITION SUMMARY: The Town Administrator is a highly responsible administrative position supervising and coordinating the overall operations of the Town. The Town Administrator's mission is to support the Selectboard in carrying out its duties and responsibilities. The Town Administrator shall assist the Selectboard in meeting its responsibilities through their own work as well as through the work of other staff, volunteers, and officers of the Town.

TYPE OF SUPERVISION RECEIVED: General direction and supervision is received from the Jamaica Select Board.

POSITION DUTIES:

Essential Functions of the Position:

- Acts as a liaison between the Selectboard and other Town boards, commissions, committees, officials, and employees as required. Serves as an ex-officio member of all standing committees of the Town, with the right to attend and participate in all meetings but has no vote in any such committee. The Administrator shall not be expected or required to attend all such meetings but shall use his/her judgment under guidance of the Selectboard to determine the appropriate level of his/her participation and support to such committees.
- Act on behalf of the Town in identifying, applying for, and administering any grants sought or received by the Town or special service districts after Selectboard approval at the direction of the Selectboard and with the assistance of the Town Clerk and Treasurer.
- Supervises and manages the proper use, scheduling, efficient operation, and maintenance of all facilities of the Town with the exception of the schools, cemeteries and library.
- Assists the Selectboard in developing and maintaining a list of projects, priorities, and an action program for the Town including a time/due-date calendar.
- Prepares long range planning documents or capital plans as directed by the Selectboard and with input from various departments and committees at the direction of the Selectboard.
- Oversight of all facilities and maintenance programs.
- Supervise and coordinate maintenance of town-owned facilities.
- Assists in the development of policies for the general direction of Town affairs at the request of the Selectboard.
- Work with the Transfer Station Attendant to develop and maintain a system for monitoring daily receipts and disbursements for the facility and to ensure facility compliance with all State, Local, and Federal Laws and Regulations
- Work with Selectboard and Constables to ensure that all Town ordinances are enforced.

- Work with the Road Forman and Road Commissioner to assist with the capture, tracking and analysis of data to help meet or exceed standards and compliance of but not limited to Grants In Aid program (Act 44), State Bridge and Culvert Inventory and State Roads Standards.
- Review Town bylaws, ordinances, policies, and procedures, for completeness, consistency with best practices, and compliance with applicable laws and regulations. Maintain and periodically review for continued compliance and propose updates as necessary.
- Assist the Select Board in economic development, community relations, and recreation.
- Serves as a liaison between the public and the Selectboard.
- Maintain the Town's official Web site.

POSTION RESPONSIBILITIES:

- Perform research and apply for special funding, such as grants, low interest loans, and non-profit programs
- Organize, direct, and coordinate application for ARPA initiatives
- Work on long-range plans and programs for town departments
- Perform administrative and technical duties as assigned by the Selectboard

EXPECTATIONS:

- Ability to handle highly confidential material, understanding that all town information should only be disclosed to others who have a need to know, for legitimate business reasons. Can exercise and apply sound judgment and decision-making skills as well as the ability to maintain integrity and confidentiality of data.
- Exemplary customer skills, including dealing effectively with the general public and town employees both in person and over the telephone. Maintain professionalism when dealing with all staff and other customers.
- Complete assignments and resolve issues accurately and in a timely fashion with an ability to balance priorities to accomplish assigned tasks within the required time frame and be able to shift quickly between several tasks without loss of continuity.
- Ability to work under pressure and meet deadlines and independently handle multiple priorities.
- Ability to perform general technical support functions, including physical installation, assembly, configuration, and maintenance of the town office IT Systems and to identify and coordination professional IT services when required.
- Excellent interpersonal communication, organizational, problem-solving, and analytical skills with a strong desire to provide outstanding customer service.
- Make a positive contribution and commitment to Town of Jamaica, with the ability to work independently, using own initiative but also be able to work as a team member.

POSITION SPECIFICATIONS AND REQUIREMENTS:

Previous Experience: Previous position within town government or town offices within Vermont preferable. Candidate shall preferably have a college degree in Municipal Planning, Governmental Affairs or related job experience.

Knowledge and Education: Minimum of an undergraduate degree preferable.

Machines, Tools, Equipment, Electronic Devices and Software: Knowledge of road maintenance, transfer station, and/or town clerk operations preferable.

License(s) and Certificate(s): VLCT's ARPA Compliance and Reporting, and Grants and Funding Training required.

Environmental Conditions: Incumbent will work under typical office conditions.