

POSITION DESCRIPTION –Town Administrator

THE ORGANIZATION:

The Town of Rising Sun is a governmental organization. It is a community of about 2,800 people in Northeastern Maryland, situated west of Delaware and just South of the Pennsylvania boarder. It is governed by a Mayor and 4 individuals serving as a Board of Commissioners. The day to day operations of the Town are managed by a paid Town Administrator who shall have the following general job description.

REPORTING RELATIONSHIPS:

The Town Administrator shall report to the board of commissioners

POSITION SUMMARY :

This is an advanced level management position with the Town of Rising Sun, under the supervision of the Mayor and Board of Commissioners. The Town Administrator shall receive Administrative guidance and direction from the board of commissioners. The Town Administrator is the chief administrative officer of the Town and shall direct and supervise the administration of all departments, offices, support personnel, consultants, contracted services and technical advisors of the town, except as otherwise provided by this charter or by law. The Administrator provides the Mayor and Commissioners with regular reports on Town operations, and ensures the Mayor and Commissioners are fully informed on all issues of public interest and responsibility. The Administrator recommends operational policies that the Commissioners may determine are appropriate to implement. The Administrator is directly responsible for the oversight of all Department Heads and all activities related to General Administration, Finance, Public Works, Police, Public Safety, Health, Recreation, Water, Sewer, Planning, Zoning and Code Enforcement.

-Illustrative Examples of Work

1. Responsible to Town Mayor and Commissioners to carry out all policies and programs established by Commissioners.
2. Attends and facilitates all Town meetings and work

shops of the Mayor and Commissioners, to include executive and closed meetings sessions as requested.

3. Attends, speaks and makes presentations at local community and neighborhood group meetings as requested.
4. Meets with citizens and citizen groups to exchange information and review current or proposed programs and projects.
5. Provides both clear and supportive leadership to staff and Town employees, delegating where appropriate, yet remaining fully knowledgeable of municipal programs, activities, and major daily operations in order to be a spokesperson for, and to, elected officials and community members.
6. Charged with the overall supervision of all employees, creates or delegates assignments to meet the general needs and services of the Town as set forth and established by the board of commissioners, or at the request of the various committees and boards as created by the commissioners.
7. Charged with the supervision and oversight of all department heads and staff as permitted by law, and shall monitor and evaluate the overall performance of all municipal departments.
8. Shall perform critical evaluations as needed on all staff, review and analyze departmental structure, identify and monitor staff assignments for maximum efficiency and effectiveness and make recommendations to the board of commissioners for improved community services.
9. Shall have the authority to appoint employees and when deemed necessary shall have the authority to initiate and approve the following disciplinary action against all Town employees with the exception of the

police: Probation for Cause, Suspension, Suspension Pending Investigation, and Dismissal. However, all appointments and terminations must be approved by Commissioners prior to their becoming fully effective.

10. Shall have supervision and direction over all records of the Town and shall cause proper accounts and records to be kept and proper reports to be made by the department heads to any and all respective state and federal agencies.
11. Shall monitor and modify building security, access and accountability as needed.
12. Shall make arrangements for and facilitate the performance of the annual audit required by statute.
13. Shall inspect, or cause to be inspected, all records or accounts required to be kept in any of the offices or departments of the Town, except criminal records and other such police documents as protected by law.
14. Shall examine, or cause to be examined, and report to the Commissioners, upon all bills, accounts, payrolls, demands and claims
15. Shall collect, or cause to be collected, all claims, demands, license fee, inspection fees, franchise taxes, fines, penalties, forfeitures, rentals, or money, which may be due or become due to the Town, except as otherwise provided for by statute, and all amendments thereto, and except as otherwise provided by law.
16. Shall prepare, modify and or amend the Town's fiscal policies manual and shall report to the board of commissioners on any issues or deficiencies that may need to be addressed to insure financial integrity of the Town's finances.
17. Prepares and submits the annual operating and capital budgets as well as long-range fiscal plans to

Commissioners, and is responsible for developing such budget related explanatory comments as requested or deemed appropriate.

18. The Administrator shall administer the approved budget, closely monitoring municipal expenditures, and prepare timely budgetary amendments when necessary.
19. Shall set wages and salaries of all Town personnel under the parameters and guidelines established by the board of commissioners through the annual budget approval, or as directed by the commissioners from time to time.
20. Serves as the purchasing agent for the Town.
21. At the discretion of the board of commissioners, the Town Administrator shall be the chief financial manager for the Town and shall direct the services of the Town Accountant, Auditor and other financial consultants.
22. At the discretion of the board of commissioners, the Town Administrator shall serve as the project manager for all Town projects, grant programs, infrastructure upgrades, repairs and maintenance; and shall coordinate the work of all related consultants, engineers, contractors and agents thereof; and shall have the power to assign and delegate such duties to other staff as needed.
23. Shall meet with the Mayor and Commissioners to review and discuss projects, programs and related matters affecting the Town.
24. Shall serve as the Town's media spokes person on daily activities.
25. Shall oversee the administration of the Town's website and other social media outlets.

26. Shall work to promote a positive image of the town, promoting community spirit and citizen engagement with community events, activities, committees and boards.
27. Shall serve as liaison to Town businesses and other community groups and shall facilitate working relationships and collaborate efforts with these groups to promote the community.
28. Receives and investigates all citizen and Commissioners generated complaints. Researches all complaints in a thorough and expeditious manner, and appraises Commissioners members of findings and disposition.
29. Makes such recommendations to Commissioners concerning policy formulation as deemed desirable.
30. Negotiate contracts for the Town, and sign such contracts on behalf of the Town as approved by Commissioners and authorized by law.
31. Delegates, manages and directs the activities of all Town Personnel during emergency situations.
32. Represents the Town on and serves as the primary contact with County, State and Federal Emergency Management agencies, during any natural or manmade events that affect the Town.
33. Manages the planning, development, coordination, implementation, and execution of comprehensive emergency preparedness activities.
34. Coordinates emergency management plans, procedures, and resources with all Town departments, and other local, regional, state, and federal response agencies.
35. Coordinates, develops, and updates comprehensive emergency management plans and operations to

mitigate, prepare for, respond to, and recover from the effects of any and all natural or manmade hazards; assesses current emergency response capabilities and develops procedures to address them; and shall advise the Mayor and Commissioners.

36. Administrative management and oversight of all policies, procedures, and various emergency management checklists; develops, writes, maintains, and updates forms, logs, resource and phone lists, manuals, standard operating guidelines, and other procedural information for emergency operations.
37. Develops contingency plans for Town services affected by any natural or manmade hazards or emergencies.
38. Shall update the Mayor and Commissioners on the status of all emergency activities as often as possible.
39. Performs other duties as required or assigned by Town Commissioner, which are reasonably within the scope of duties enumerated above.
40. Stay abreast of possible funding sources and related grants; and make all reasonable efforts to apply for such monies.

REPORTING RELATIONSHIPS:

The Town Administrator reports to the Commissioners. All operating personnel, report to the Town Administrator.

HOURS OF WORK:

It is recognized that the Administrator must devote time outside the normal office hours on business for the Town, as such the Administrator shall be allowed to establish an appropriate work schedule, with the expectation that a regular workweek shall consist of Forty hours per week