

## **Town Administrator Background Information**

### **Difference between Town Manager and Town Administrator**

The position of Town Manager is described in Maine State Statute (30-a M.R.S.A §2631-2639). The town position can be created by municipal charter or by the Town voting to adopt the statutory “Town Manager Plan” cited above.

The position of Town Administrator is nowhere referenced in statute can be created only by local enactment (charter, ordinance or warrant article). Because there is no statutory model and because different municipalities conceive the position differently, the powers and duties of an administrator vary widely. It is virtually impossible to generalize about the position of administrator because it is by definition “homegrown”. The job description and skills required (as well as compensation offered) depends on the expectation of each municipality that have chosen to create such a position.

### **Proposed position statement for Blue Hill Town Administrator:**

- The administrator will be selected and hired by the Town’s Select Board.
- The administrator is responsible for execution of policies and procedures put forth by the Board and by Town Meeting and shall act in the capacity directed by the Select Board in municipal, state and federal and all other issues affecting the Town.
- The administrator will be responsible for the compilation of a proposed budget in conjunction with the Select board, and the administration of the budget once adopted.
- The administrator is also responsible for developing administrative procedures and for ensuring adherence by all departments and all employees to all procedures enacted by the Select Board.
- The administrator is charged with the responsibility of advising the Board and the general public on the status of Town affairs and is responsible for preparing and making available an annual report of the previous year’s activities.
- The administrator is responsible for the maintenance of sound public relations between the Town and its citizens, between the Town and other governmental agencies and between the various boards and committee’s that make up Town Government. The administrator will attend Board meetings and/or committee meetings as deemed necessary.

- The administrator may serve in the official capacities of Treasurer, Tax Collector and if needed, Town Clerk and may appoint deputies to perform any or all duties of those offices.

**Specific duties may include by not be limited to the following:**

- Carry out directives of the Select Board and prepare reports and recommendations as part of those activities.
- Attend Select Board meetings- prepare and provide supporting documentation and information pertinent to agenda items. Prepare minutes of said meetings or assign someone to take minutes.
- Serve as liaison between the Board and personnel. Act as director of Human Resources and hires (with approval of the Select Board), evaluates and directs the Town staff.
- Monitors the budget and all financial affairs of the Town. Works closely with the Select Board, department heads and Budget Committee to develop a comprehensive budget.
- Administer the annual operating and capital improvement budgets and submit relevant reports to the Select Board.
- Serve as the approval agent for Town purchasing with, the exception of the Fire Department.
- Attend meetings and conventions on behalf of the Town.

**Abilities/Skills**

- Knowledge of municipal government operations and budgeting practices.
- Ability to assess the value and usefulness of technologies and programs designed for municipal use.
- Ability to effectively communicate both verbally and in writing.
- Ability to maintain positive relations with Town personnel and volunteers.
- Ability to organize and use time effectively and be creative and analytical.
- Ability to listen to and accept criticism. Must possess conflict resolution and public relations skills.
- Grant writing experience a plus

**Background/Experience**

- Considerable experience in responsible position of a managerial/administrative nature preferable in government.
- Background in financial management, budget preparation, personnel management and administrative procedures.
- A degree in Public Administration or a related field or any equivalent combination of experience and training.