

## Typical Job Description

### TOWN ADMINISTRATOR

(Towns of Mamaroneck and New Castle)

**GENERAL STATEMENT OF DUTIES:** Acts as chief administrative officer of the Town having full responsibility for the administration of all property and affairs of the Town; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Supervisor and the Town board, this is all important administrative position involving the direction, coordination and control of the overall administration of the property and affairs of the Town. The incumbent is responsible for the efficient and impartial application and enforcement of all laws, ordinances, resolutions and by-laws of the Town board.

**EXAMPLES OF WORK:** (Illustrative Only)

- Oversees the enforcement of all laws, ordinances, resolutions and by-laws of the Town;
- Handles all personnel responsibilities and related matters including, but not necessarily limited to appointments, disciplinary actions and removal pursuant to civil service laws, rules and regulations and subject to approval by the Town board;
- Acts as chief spokesman and negotiator for the Town in collective bargaining with Town employees;
- Recommends modern personnel practices and incentives;
- Prepares and submits to the Supervisor and Town board a tentative annual operating budget together with a message describing its important features, for the next fiscal year as provided by Town Law;
- Supervises and controls all encumbrances, expenditures and disbursements to insure efficient budget administration;
- Supervises and controls the purchase of all supplies, equipment and services for the Town and executes all purchasing contracts on behalf of the Town pursuant to Board resolution;
- Prepares and makes recommendations to the Supervisor and Town board such measures as seem necessary and expedient for the health, safety and welfare of the Town residents and for improvements in the Town's administrative services;
- Attends all meetings of the Town board, unless excused 'by the Supervisor, with the right to participate in any discussion but having no vote;
- Performs such other duties as may be required by the Supervisor and Town board.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:** Thorough knowledge of the principles, practices, and organization of municipal government administration; thorough knowledge of public administration; thorough knowledge of government accounting and budgeting principles and practices; good knowledge of the principles, practices and procedures of collective bargaining; ability to prepare and present comprehensive reports both orally and in writing; ability to work effectively with all staff levels, public officials and the general public; accuracy; dependability, honesty; integrity; sound judgment physical condition commensurate with the duties of the positron.

**DESIRED MINIMUM TRAINING AND EXPERIENCE:** Graduation from a recognized college or university with a Bachelor's Degree and either (a) a Master's Degree in Public or Business Administration or related field and two years of experience in the field of public administration; or (b) four years of experience in the field of public administration; or (c) a satisfactory equivalent combination of the foregoing training and experience.