

CLASS TITLE: Assistant Town Administrator/Budget Officer

PURPOSE OF CLASS: Assistant Town Administrator reports directly to the Town Administrator and will assist the Town Administrator with planning, organizing, coordinating, maintaining and directing the overall operations and activities of the Town. The Assistant Town Administrator serves as the Town Administrator only in his/her absence and acts as a liaison with outside organizations and agencies. The Assistant Town Administrator will also be responsible for the coordination of external/internal services and intergovernmental affairs for the Town and will be instrumental in developing and articulating policy and strategic initiatives to key stakeholders.

EXAMPLES OF TASKS PERFORMED WITHIN CLASS:

- Provision of direct leadership for Finance Department,
- Project management of assigned capital projects,
- Negotiation and resolution of significant and controversial issues,
- Coordination of regional intergovernmental relationships,
- Active participation in the development of the Town budget,
- Development of the Town's strategic plan in support of Town goals,
- Development of special management reports including the annual report and community survey report.
- Development and maintenance of website, social media, public information and marketing.
- Coordinate and manage special events and donations program.
- Monitors legislative actions at Federal, State and Local levels.
- Presentations at Board meetings, committees, and associations to communicate program/project status.
- All other duties as assigned.

Equipment Operated: Calculator, computer and other assigned equipment.

Reporting Relationship: This position reports to and is under the direction of the Town Administrator.

Working Conditions: Not adverse.

QUALIFICATIONS OF CLASS:

Education: Master's degree in Public Administration, Finance, Business Administration or related field.

Experience: Experience in municipal government, finance, accounting or any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

- Considerable knowledge of principles and practices of municipal administration.
- Considerable knowledge of municipal finances.
- Considerable knowledge of municipal operations.
- Ability to manage people and governmental functions.
- Ability to coordinate municipal activities and operations.
- Ability to prepare and present comprehensive oral and written reports and materials.
- Ability to interpret and implement Town policies and procedures.
- Ability to establish and maintain excellent work relationships with Department Heads, governing body officials, outside agencies and general public.

Special requirements: Must be bondable.