Town Administrator

Department: Mayor and Town Council
Reports to: Mayor
FLSA Status: Exempt

Summary

This position serves as the chief administrator and clerk for the Town of Oakland with responsibility for the administration of the various functions of government in accordance with the charter, code, and policies of the Town of Oakland. The position actively participates in the administration of all aspects of the operation of the Town, directly supervises all office staff and department superintendents, reports to the mayor, and serves at the pleasure of the Mayor and Town Council of Oakland.

All references to *Town Clerk* and *Executive Coordinator* in the town code, policies and procedures, and all other official documentation reference the *Town Administrator* position.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Duties and Responsibilities

1. **Administration and Management**
    a. Serves as the custodian of the Town Seal and all Town records, including, but not limited to, ordinances, resolutions, agreements, rights-of-way, minutes, meetings, purchases, sales, business transactions and official documents for all units, subunits, and agencies of the Town of Oakland.
    b. Serves as the direct supervisor of all office staff and Department Supervisors.
    c. Works with the Mayor and Department Supervisors to establish and monitor the various departments performance in meeting program and town objectives. Reports overall progress and effectiveness of programs and projects as needed to the Mayor and Town Council.
    d. Attends regular supervisor meetings with the Mayor and Department Supervisors to maintain an ongoing understanding of operations and to ensure open communication and collaboration among the departments.
    e. Reviews daily mail, emails, correspondence, phone calls and disseminates information and responds accordingly for efficient town operations and effective communication with Mayor and Town Council, employees, businesses, and the public.
    f. Maintains a knowledge of Town Charter and Town Code, resolutions, policies, etc. and advises the Mayor and Town Council of such with guidance from the Town Attorney.
    g. Ensures participation and compliance with Census requirements.

h. Recommends policies, procedures, rules and guidelines to the Mayor and Town Council as needs arise.

i. Distributes required ethics forms to Mayor and Town Council, collects and maintains documentation of Ethics Disclosures, schedules Ethics Board meetings, submits disclosure statements to town attorney, and ensures overall compliance with the ethics ordinance.

j. Prepares annual Tree City USA application as well as the annual PLANT application for submission to appropriate agencies. Coordinates annual Arbor Day celebrations.

2. Public Meetings

a. Prepares and distributes public meeting, special meeting, executive session, and public hearing agendas. Distributes agenda and any additional information required to Mayor and Town Council prior to meetings.

b. Attends Town Council meetings and records minutes. Distributes and maintains public availability of minutes of the Mayor and Town Council.

c. Keeps up to date on Open Meetings Act requirements, maintains certification of the Open Meetings Law, and makes recommendations to the Mayor and Council regarding compliance.

d. Schedules public hearings for Zoning Board of Appeals and Planning Commission. Notifies Mayor and Town Council, County Planning & Land Development, Oakland Zoning Board of Appeals members, applicants, adjoining property owners, Oakland Planning Commission members, and others as required by the zoning regulations.

e. Attends zoning hearings and records minutes. Drafts opinions from hearings and notifies necessary parties of the Opinion and Decision.

f. Prepares proclamations for the Mayor and Town Council, including, but not limited to, Arbor Day.

3. Public Information

a. Prepares press releases and maintains public notices.

b. Responds to Public Information Act requests in a timely manner and tracks requests and responses.

c. Receives public complaints and takes action as necessary to address public concerns. This includes proper notifications to necessary departments and personnel, including but not limited to Code Enforcement. Keeps the Mayor and Town Council informed on public complaints.

d. Prepares ordinances, resolutions, policies in coordination with the Mayor, Town Council, and Town Attorney on legal matters.

4. Financial Management

a. Coordinates with the Director of Finance to monitor and manage the finances of all aspects of the town, including, but not limited to, General Fund, Water and Sewer Fund, Commercial District Management Authority, Greater Oakland Business Association, Oakland Main Street, Oakland Heritage Community Foundation, Oakland Cemetery Perpetual Care and Trust, Oakland Cemetery Restoration Committee.

b. Performs monthly reconciliations of bank accounts.
c. Monitors expenditures of all town departments and reviews ongoing budget performance with department supervisors, the Director of Finance. Reports concerns and challenges to the Mayor and Town Council.
d. Works with financial institutions to set up and maintain all financial accounts.Signs checks for all accounts.
e. Manages the bidding process and ensures compliance with the Procurement Policy.
f. Manages the application, administration, reimbursements, and compliance of grant projects, including, but not limited to, Program Open Space (POS), Community Parks and Playgrounds (CPP), USDA Rural Development, Community Development Block Grant (CDBG), Maryland Department of the Environment (MDE), and State Aid for Police Protection.
g. Submits quarterly sales tax for Oakland Heritage Community Foundation and sub-units.

5. Safety and Risk Management

a. Oversees safety and risk management for the Town.
b. Administers required organizational insurances, including General Property Liability, including renewals, claim filing, and compliance.
c. Ensures Town operations and activities comply with all local, county, state, and federal laws and regulations.
d. Works with department supervisors to ensure sufficient equipment is available for safe operations.

6. Human Resources

a. Ensures that the Personnel Handbook policies are followed.
b. Manages employee benefits, including, but not limited to, life insurance, health, dental, vision, and prescription insurance, and state pension..
c. Oversees the recruiting, interviewing, and hiring of replacement or new staff according to the Personnel Handbook in coordination with the Mayor.
d. Handles employee discipline and termination process according to the Personnel Handbook in coordination with the Mayor.
e. Maintains compliance with employee benefit requirements, including but not limited to maintaining certification as a State Retirement Coordinator.
f. Administers Workers Compensation, including, but not limited to, renewals, claim filing, and employee compliance.
g. Performs annual employee evaluations for employees who report directly and ensures that all supervisors perform and report annual employee evaluations.

7. Elections

a. Administers town elections and ensures compliance with charter and code requirements. Verifies that voting advertisements, rules, and absentee ballot regulations are followed accurately. Works with the Board of Elections regarding election procedures and registered voters.

8. **Other duties as assigned**

Minimum Qualifications

Education and Experience

- Bachelor's degree from an accredited college or university in a related discipline.
- Previous administrative and management experience.

Knowledge, Skills, and Abilities

- Ability to write professional business letters, policies and procedures, and articles for publication that conform to prescribed style and format.
- Ability to effectively present information, including, but not limited to, the Mayor and Town Council, senior management, and public groups.
- Ability to work with mathematical and accounting concepts.
- Ability to apply principles of logical thinking to a wide range of intellectual and practical problems. Use independent judgment to effectively plan, coordinate, and organize a variety of administrative support activities.
- Work independently with little direction.

Certificates and Licenses

- Valid driver's license
- Must possess or be willing to obtain Maryland notary public commission.

Preferred Qualifications

- Master's degree in public or business administration or related field from an accredited college or university.
- Six years of municipal, state, or federal administrative and management experience.
- Six years of grant management experience, including application and tracking of federal and state grants.
- Preference for International Institute of Municipal Clerks - Certified Municipal Clerk.
- Preference for Society for Human Resources Management - Certified Professional.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This is typically sedentary work and requires sitting for long periods of time while occasionally lifting up to 15 pounds.
- In performing the duties of this position, it will be required to listen and communicate.
- The required use of the computer and preparation of paperwork demands extensive use of hands and fingers.

Work Environment

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, and filing cabinets.
- The noise level in the work environment is usually moderate.