

## Town of Ellington Position Description

<b>TITLE</b>	First Selectman	<b>STATUS</b>	Exempt
<b>DEPARTMENT</b>	Administration	<b>CLASSIFICATION</b>	E-8 Part-Time
<b>SUPERVISED BY</b>	Board of Selectmen	<b>BARGAINING UNIT</b>	N/A

### OBJECTIVES

Serves as Chief Elected Official and Chief Executive Officer of the Town; presides over the Board of Selectmen meetings; serves as spokesman regarding public policy matters and participates in ceremonial activities. Serves as ex-officio member of Town Boards and Commissions.

Reports to the public on a regular and continuing basis; reports to the annual and special Town Meetings; and works in coordination with other elected officials.

Provides administrative direction to the appointed Town Administrator. Coordinates implementation of various Town policies and procedures with the Town Administrator, elected officials and with chairpersons and citizen members of various Town boards and commissions.

### ESSENTIAL FUNCTIONS

Oversees the administration of Town government in accordance with Town Charter, Town Ordinances, administers Connecticut State Statutes with the policy advice and authority of the Board of Selectmen.

Coordinates short-term and long-range policy planning and development to address the needs of the Town and its residents. Serves as Chairperson of the Board of Selectmen. Works with the Town Administrator to develop and initiate policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Oversees activities of Town services through the Town Administrator in each functional area of Town government to assure compliance with Town policies and procedures.

Meets regularly with selected officials and key staff members to discuss and act on administrative matters.

Works closely with the school education officials. Serves as ex-officio member of Town boards, commissions, and committees as provided by state statute.

Supervises, directly and/or administratively, the following:

- Town Administrator
- Executive Assistant/Communications Coordinator

- Administrative Assistant/Recording Secretary
- Board of Selectmen Recording Secretary and Deputy Recording Secretary

Serves as Town spokesperson in meetings with news media, social, civic or cultural organizations. Represents the Town in regional, state and national activities to be aware of programs available to the Town.

Performs other related duties as required.

**DESIRED KNOWLEDGE, SKILLS AND ABILITIES**

*(Note: This is an elected position (2-year term). The following qualifications are presented as a **guideline** for an administrative position at the Administrative Officer level.)*

Must be able to understand the overall mission of the Town and to apply this understanding to solving a variety of problems in the various Town departments. A working knowledge of the environmental, finance, personnel, planning, public safety, public works, recreation, and administrative services of a Town government. Ability to collect, analyze, and interpret data on problems of public administration. Ability to make reasonable alternative and optional determinations of the impact of public policy decisions on Town residents, businesses, etc. Ability to develop concise, creative and intelligible written and oral reports.

Duties are performed in an office environment. Position causes individual to sit at a desk or stand and work continuously for extended periods of time; walk, some lifting and carrying materials; may be occasionally required to move and/or lift up to 25 pounds; attend night meetings.

Frequent night meetings and other irregular hours. Considerable highway driving may be required to carry out duties as liaison to intergovernmental agencies. Some stress involved in public contacts.

**REQUIRED QUALIFICATIONS (MINIMUM)**

Resident elector of the Town. (Serves a two-year term.)

**BOS APPROVED: 2/28/2022**

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## Town of Ellington Position Description

TITLE	Town Administrator	STATUS	Exempt
DEPARTMENT	Board of Selectmen	CLASSIFICATION	E-7
SUPERVISED BY	First Selectman		

### OBJECTIVES

Under the general supervision of the First Selectman, this highly responsible position performs chief administrative officer duties to assist the First Selectman in managing the affairs of the town; oversees the operations and services of the departments as directed; provides executive leadership to Town government in the temporary absence of the First Selectman; and oversees Human Resources, labor relations and other general government functions of the Town as assigned by the First Selectman. Receives oral and/or written direction from the First Selectman.

### ESSENTIAL FUNCTIONS

Directs and coordinates the Town government in accordance with Town Charter, Town Ordinances, administers Connecticut State Statutes with the policy advice and authority of the Board of Selectmen.

Coordinates short-term and long-range policy planning and development to address the needs of the Town and its residents.

Develops and initiates policy proposals and actions for consideration by the Board of Selectmen and Town boards and commissions.

Coordinates, reviews and submits annual budget recommendations to the Board of Finance in conjunction with the First Selectman and the Finance Officer/Treasurer. Coordinates program information and data to assist the First Selectman in the review and preparation of the Annual Budget and Capital Improvement Program recommendations.

Coordinates the collection, cash management and investment of Town funds with the Finance Officer/Treasurer, Tax Collector and Assessor. Meets regularly with the First Selectman and key staff members to discuss and act on administrative matters.

Participates in and manages short-term and strategic long-range planning for town services and development. Seeks and applies for State and Federal grant opportunities.

Manages the recruitment process for all staff. Serves as a resource in the interpretation of Personnel Policies, contract language and personnel matters. Ensures compliance with employment and labor laws as well as workplace safety and health regulations.

Works in conjunction with the Finance Officer/Treasurer on matters related to employee risk management programs including workers' compensation and unemployment claims. Prepares for and participates in hearings for workers' compensation and unemployment claims.

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Develops and administers the new employee orientation program and the employee recognition program. Participates with the First Selectman in exit interviews with terminating/retiring employees.

Participates in the negotiations of collective bargaining agreements with Town employee organizations.

Periodically reviews personnel practices and procedures including changes to personnel policies and job descriptions; researches and prepares draft proposals for review by First Selectman/Board of Selectmen.

Provides administrative direction to all department heads in accordance with established Town policies and procedures and relative state and federal statutes. Assumes program responsibility for all departments as directed by the First Selectman, including therein full supervision of staff and departmental functions. Directs, plans or implements policies, objectives or activities at the behest of the First Selectman through assigning or delegating to department heads. Ensures compliance and timely completion of assignments through analysis of departmental work methods and procedures and recommends improvements.

Supervises, directly and/or administratively, the following:

- Finance Officer/Treasurer
- Director of Public Works/Town Engineer
- Building Official
- Director of Recreation
- Town Clerk
- Fire Marshal
- Director of Human Services
- Town Planner
- Animal Control Officer
- Emergency & Risk Management Director
- Executive Assistant/Communications Coordinator
- Human Resources Coordinator
- Administrative Assistant/Recording Secretary

Manages the employee education training programs and implements a wide range of programs. Monitors compliance with OSHA requirements.

Oversees the Town's Information Technology (IT) operations for internal processes and business procedures.

Works closely with the Ellington Board of Education and the Superintendent of Schools.

Serves as ex-officio member of Town boards, commissions, and committees as provided by state statute.