

Town of Grand Isle

Job Description

Selectboard Administrator

Hours per week: 20 hours per week (position may increase in future)

Scope of Position:

The Selectboard Administrator (SA) works to support the Grand Isle Selectboard in fulfilling its duties and responsibilities to the town. The SA is charged with carrying out programs, implementing policies and procedures, and overseeing IT systems as directed by the Selectboard. The SA is responsible for planning, organizing, directing, and coordinating the affairs of the town in areas not directly the responsibility of others, for assisting the Selectboard in developing policies for the general direction of town affairs, for planning long-range programs for town departments, and responsible for the performance of administrative and technical duties as assigned by the Selectboard. The SA is appointed and works at the discretion and direction of the Selectboard. The SA is expected to work an average of 20 hours per week with total hours to be determined by the Selectboard or as the workload requires. The SA shall be available to attend Selectboard meetings (Regular, Special, Emergency meetings) as well as Public Hearings, Quasi-judicial Hearings and other meetings scheduled by the Selectboard, and other committee meetings as needed. Work is performed independently within general policies established by the Selectboard. The SA reports to the Selectboard, which means a quorum of three or more Selectboard members in a duly warned meeting. The Selectboard Chair does not have any additional authority to manage or direct the SA except as delegated by the Selectboard.

Duties and Responsibilities:

- Carry out the policies of the Town and decisions of the Selectboard as directed
- Serve as the contact person and liaison between federal and state agencies, other municipalities, organizations and nonprofits, local agencies, regional planning, and individuals to ensure effective and efficient flow of information.
- Act as liaison to law enforcement in conjunction with the Selectboard, Animal Control officer, Town Clerk, Health Officer, or another town official.
- Oversee Information Technology (IT) and computer related equipment and systems; coordinate contracts and solicit bids for new or replaced IT equipment
- Assist the Selectboard with policy making by identifying problems and opportunities, analyzing options, and offering recommendations to the Selectboard for policy improvements; Conduct periodic review of all policies and procedures.
- Assist with the preparation and management of town budgets and annual budget planning.
- Proactively identify issues and opportunities that may be of concern or interest to the Selectboard and present summaries of the those for board consideration

Administrative:

- Prepare Selectboard's meeting agendas, minutes, and correspondence
- Work with town clerk, staff, and volunteers to ensure Open Meeting Law compliance
- Organize and make available policies, ordinances, and other public documents of the board
- Maintain applicable digital HR records, prepare and publish employment and volunteer opportunities
- Prepare, distribute, and publicize RFPs and manage incoming bids, other than highway
- Manage and oversee town website and official Grand Isle social media accounts; train staff as needed
- Make arrangements for public hearings, informational meetings and other Selectboard meetings not held in the town offices
- Gather information and do historical and/or legal research as requested by the Selectboard

- Keep calendar of important dates (i.e notice deadlines, grant reporting deadlines, yearly reporting and appointing, exc.), tasks and follow ups for Selectboard and warn as dates are approaching
- Liaison for smooth transition of information and email between outgoing and incoming Selectboard members
- Prepare, warn and advertise all public notices as require by state statue for the Selectboard
- Assist Town Clerk and Town Treasurer yearly with the Town Report

Requirements of Work:

- Valid driver's license and reliable transportation
- Excellent oral and written communication skills
- Professional demeanor and interpersonal skills
- Ability to work with the public and manage challenging situations.