

TOWN ADMINISTRATOR

TOWN OF GREEN LEVEL

Position: Town Administrator

FLSA Status: Exempt

Department: Administration

Reports To: Town Council

Job description

This position serves as the Chief Executive Officer of The Town of Green Level, NC. Emphasis of the work is on applying professional expertise and administering the day-to-day management of The Town with policies established by The Town Council and in accordance with various Town, State, And Federal Laws, regulations, and guidelines. This position works for and reports directly to The Town Council and serves as the appointing authority for all employees of The Town.

Responsibilities

- Oversee daily operations of the town, ensuring efficient administrative processes and effective communication with staff and residents.
- Manage budgets, payroll, and vendor relationships while maintaining accurate records.
- Plan and coordinate town events, providing leadership and support to team members.
- Ensure compliance with regulations and policies and facilitate training and development initiatives.
- Serve as a liaison between the town council and community, addressing concerns and fostering positive relationships.

Qualifications

The Town Administrator is expected to exercise a considerable degree of independence, initiative, and judgement since this position serves as the Town's Chief Executive Officer with overall responsibility for all town departments. The Town Administrator provides guidance and direction with visionary and innovative leadership, supervision and management of employees, and direction of the Town's management team to coordinate their efforts toward achieving their departmental objectives. Major responsibilities include directing the development and administration of the town budget and capital programs, overseeing development, planning, implementation of the strategic plan, and setting goals and objectives to meet the operational needs of the Town. This classification and employee are defined as an "at-will" position. Work is performed under the guidance of the Town Council and is subject to annual and periodic evaluations to make sure goals and projects are being completed to the approval of the Town Council.

Education and Experience:

- Bachelor's Degree from an accredited college or university, preferably in public or business administration *and*
- Five (5) or more years of progressively responsible experience in managing a municipal government as a Town Manager/Administrator or Assistant Town Manager/Administrator or Senior Executive
- *Or* master's degree in a related field and three (3) or more years of related experience;

Or an equivalent combination of education and experience.

Special Requirements:

- Valid North Carolina Driver's License.
- Completion of the Municipal/County Administration course from the School of Government, UNC Chapel Hill (preferred).
- Professional certification from the International City/County Management Association (ICMA) or other leading professional certification body (preferred).

Physical Requirements

Must be able to physically perform the basic life operational support functions of reaching, walking, fingering, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects. Must possess the visual acuity to compile and compute data and statistics, perform transcription tasks, operate a computer terminal, and do extensive reading.

Compensation

Compensation Will Be Commensurate to Experience. Medical, dental, vision, retirement, and 401K (optional).

Job Type: Full-time

Schedule: 8-hour shift – Monday-Friday

Disclaimer: This Classification Specification Has Been Designed To Indicate The General Nature And Level Of Work Performed By Employees Within This Classification. It Is Not Designed To Contain Or Be Interpreted As A Comprehensive Inventory Of All Duties, Responsibilities, And Qualifications Required Of Employees To Perform the Job. The Town Reserves the Right to Assign or Otherwise Modify the Duties Assigned to This Classification.

Please send resumes or inquiries to: townclerk@greenlevelinc.com