

**TOWN OF FRIDAY HARBOR**

**POSITION DESCRIPTION**

<b>TITLE:</b>	Town Administrator	December 2021
<b>DEPARTMENT:</b>	Administration	
<b>STATUS:</b>	Full time, Salaried Position	
<b>REPRESENTATION:</b>	Non-Union	<b>FLSA:</b> Exempt

**POSITION SUMMARY**

Under the general direction and authority of the Mayor, acts as the chief administrative officer of the Town for day-to-day operations. Directs, administers, and coordinates the activities and functions of the various Town offices, departments, personnel and boards in implementing the requirements of Town ordinances and the policies of the Town Council.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Assures the effective and efficient utilization of Town employees, funds, materials, facilities and time. Directs and controls the overall operations of the Town to assure optimum services to the community. Represents the Town to the community, State legislature, Congress, and other governmental agencies. Interacts directly with elected officials to ensure the smooth and efficient running of the Town organization and the handling of important issues and concerns of a highly political nature. The incumbent works under the stresses of a highly sensitive and responsible position and environment. On a day-to-day basis, this position has the full responsibility to see that all functions of the Town are carried out efficiently and effectively.

Assures the development of short- and long-term plans to meet the goals and objectives of the Town; directs the development of Town operations and presents policy recommendations to the Town Council regarding all aspects of Town programs and services; implements the policies established by the Town Council.

Assures efficient and responsible Town operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with them in developing administrative and departmental goals.

Along with the Mayor, reviews and approves or disapproves the hiring, termination, or changes in status of employment and salaries for Town employees; oversees labor relations function of the Town and recommends bargaining guidelines and settlements to the Mayor and Town Council. The Town Administrator supervises all personnel of the Town of Friday Harbor and regularly reviews the Town’s personnel policies and recommends changes. Reviews and approves operating procedures and performance standards for Town departments. Recommends appointment of department heads to the Mayor and evaluates department head performance. Oversees preparation of the agenda for Town Council meetings, consulting with the departmental heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations.

Provides primary interface with Town Council and Town staff; keeps the Town Council informed of Town activities and events affecting Town services. Attends meetings of the Town Council and responds to the media and other organizations as necessary.

Oversees preparation of the Town's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the Mayor and Town Council, and makes oral preparations at budget hearings regarding specific budget proposals.

Monitors the Town's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the Town Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.

Reviews the Town codes on a regular basis and assures that the codes, rules, and procedures of the Town and the Town Council are up to date and the Town's on-going procedures comply with the laws of the State of Washington. This duty requires the administrator to maintain a working knowledge of the Revised Code of the State of Washington, the Washington Administrative Code, the Open Public Meetings Act and applicable codes of ethics.

Oversees the Town's intergovernmental relations function representing the Town with federal, state, county, and regional agencies; advocates Town positions on proposed legislation and program regulations and reviewing grant applications prepared by the Town staff.

Assures Town participation in intergovernmental and inter-community groups and takes an active role in representing the Town; serves as board member on intergovernmental agencies, committees, and commissions.

Provides for citizen awareness of Town goals and operations by maintaining close contact with citizens, responding to questions, and making public presentations.

Oversees the Town's risk management program; personnel and human resource issues; and manages contracts with third party contractors.

Oversees the Town's public works contract administration, and all other duties set forth in Friday Harbor Municipal Code Chapter 2.08.

In times of emergency, this position shall be a partner in the Town's incident command team.

#### **OTHER JOB FUNCTIONS**

Meets with a wide variety of civic and business leaders and community groups regarding their concerns, program priorities and Town services.

Performs such other duties as may be prescribed by the Mayor.

Has full access to all Town confidential information such as personnel records, bid proposals, legal strategy, pending litigation, collective bargaining negotiation positions, information relating to inter-departmental project plans and programs, and personal information.

#### **SUPERVISION RECEIVED & EXERCISED**

Supervises all Town staff of approximately thirty employees.

**WORKING LOCATION & HOURS**

Location: Town Hall, 60 Second Street

Hours: Monday – Friday. Work required outside of normal business hours and attends evening and weekend meetings.

**QUALIFICATIONS**

Bachelor's Degree in Public Administration or a related field and at least five years of successful, progressively responsible management experience in municipal government or other local government agencies; or equivalent combinations of education and applicable professional work experience.