

Town of Snow Hill Job Description

DEPARTMENT: ADMINISTRATION
JOB TITLE: EXECUTIVE ADMINISTRATOR
SALARY/GRADE: NON-SALARIED/ NON-EXEMPT

JOB SUMMARY: Under general supervision incumbent provides professional administrative support to the Town Manager. This individual reports directly to the Town Manager.

General Requirements:

- Subject to emergency call-back with little or no notice
- Pre-employment background check

Essential Job Duties and Responsibilities:

- Provides direct and indirect support and management of Town Hall office and various departments, as required;
- Assists in management of Town Hall, staff and overall operations
- Provides support to the Town Manager in performing various administrative and public relations tasks;
- Assists in preparation of the annual budget and in monitoring expenditures under current budget;
- Responsible for representing the Town Manager at various functions such as committees and citizen forums, as needed;
- Serves on committees and task force created to address specific issues;
- Composes and processes resolutions and ordinances related to policy matters under consideration by Mayor and Council;
- Recommends, reviews, and conducts research and report preparation for the Town Manager, Mayor and Council;
- Attends staff and Council meetings and conferences to provide assistance and make recommendations to the Town Manager on various matters concerning the Town. Creates meeting agendas and packets, and records and maintains minutes of Council meetings;
- Manages and oversees Town elections and works closely with Board of Elections Chairperson
- Keeps abreast of the general affairs of the government in order to remain sufficiently informed;
- Provides all human resources management for the Town, including confidential matters, commendation, disciplinary action, hiring and documentation
- Works closely with Finance Manager on various financial matters
- Processes and administers contracts and agreements for departments
- Manages business loans with Finance manager
- Maintains and manages liability insurances for employees, properties, vehicles and equipment
- Responsible for reporting and managing worker's compensation injury claims;
- Coordinates safety training and inspections with insurance carriers and Town departments;
- Support and enforce the Town of Snow Hill Personnel Rules & Regulations.
- Retrieves, sorts and distributes daily mail
- Ordering of office supplies for Town Hall and other departments
- Performs other related duties assigned or required.

Qualifications and Skills:

- Bachelor's degree in Public Administration, Business Administration or Planning with three (3) to five (5) years of experience in local government administration or five (5) to seven (7) years equivalent education and experience that meets the minimum qualifications;
- Knowledge of theories, practices and procedures of public administration with particular emphasis on local government organization and administrative operations;
- Knowledge of local government structure and operating procedures, including but not limited to budgeting, finance, growth management, public safety and public works;

- Knowledge of relevant federal and state laws, local codes and department and Town policies;
- Knowledge of procedures of the Mayor and Council;
- Ability to establish priorities and organize work; ability to effectively delegate
- Proficient computer skills;
- Ability to interact with department heads, Mayor and Council, and the general public;
- Ability to exercise discrete judgment in identifying and solving problems and confidentiality;
- Skilled in organization and interpreting statistical, financial and factual data to the Town Manager, Mayor and Council;
- Support and enforce the Town of Snow Hill Personnel Rules & Regulations.
- Must possess valid Maryland Class C driver's license.

Working Conditions:

- Work is primarily conducted indoors with little to no exposure to environmental conditions.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Mostly non-active work: Constant: sitting viewing; Constant: talking, hearing; Rarely pushing, pulling, carrying, and/or lifting.

Disclaimer: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.