



**Town of Bristol**  
1 South Street  
P.O. Box 249  
Bristol, VT 05443  
(802) 453-2410  
[www.bristolvt.org](http://www.bristolvt.org)

## Town Administrator Job Description

**Position Title:** Town Administrator

**Reports To:** Selectboard

**Status:** Full-time salaried (flexible with evening meetings required)

### Job Summary

The Town Administrator is a senior administrative position responsible for overseeing the overall operations of the Town of Bristol under the direction and at the discretion of the Selectboard.

The Administrator supports the Selectboard by implementing policies, managing daily operations, supervising town employees, coordinating budgets, and ensuring compliance with municipal, state, and federal regulations. The Town Administrator is expected to deliver town services in a cost-effective manner, and identify strategic opportunities for the Town as a whole.

This role requires a high level of organizational skills, leadership, and the ability to work collaboratively with various stakeholders.

### Essential Duties and Responsibilities

#### 1. Operational Oversight:

- Act as Chief Operating Officer of the Town and manage daily operations of all municipal departments, including public works, police, fire, recreation, water and sewer districts, and administrative offices.
- Ensure effective coordination between town departments and the Selectboard.
- Keep the Selectboard informed of all important matters involving the Town and make reports and recommendations to the Board.

#### 2. Budget and Financial Management:

- Supervise and manage the town's annual budget, including water, sewer and police districts, in coordination with the Treasurer and department heads.
- Oversee financial reports, ensure proper allocation of funds, and provide regular updates to the Selectboard.

- Work with the Treasurer to administer a system of accounts to facilitate good budget management and records.
- Collaborate with the Grant Administrator to ensure compliance with all financial regulations.

### 3. Selectboard Support:

- Prepare materials for Selectboard meetings, including agendas, financial reports, and operational updates.
- Attend Selectboard meetings and work sessions, providing recommendations on policies and town affairs.
- Collaborate with the Town Clerk in the gathering of information and preparation for Town Meetings.

### 4. Personnel Management:

- Oversee human resources, including recruitment, performance reviews, and adherence to personnel policies.
- Supervise department heads and ensure proper management of town staff.

### 5. Policy Implementation and Compliance:

- Implement Selectboard policies and ensure compliance with municipal, state, and federal laws.
- Assist in the development of ordinances, bylaws, and policies that enhance town operations.

### 6. Grant Writing and Administration:

- Collaborate with the Grant Administrator to identify, apply for, and manage grants that support the town's development and infrastructure needs.
- Ensure proper coordination with the Grant Administrator for documentation, compliance, and reporting of all grants.
- Provide oversight and support to the Grant Administrator to align grant opportunities with the town's strategic goals and priorities.
- Assist the Selectboard in reviewing and approving grants initiated by the Grant Administrator.

### 7. Project Management:

- Plan, oversee, and coordinate town projects, including infrastructure upgrades, capital improvements, and community initiatives.
- Develop project timelines, budgets, and resource allocations to ensure projects are completed on time and within budget.
- Work closely with department heads, contractors, and external stakeholders to monitor project progress and address any issues or delays.
- Provide regular updates to the Selectboard on the status of ongoing projects, highlighting milestones, challenges, and achievements.
- Ensure projects are aligned with town goals and comply with relevant regulations and standards.

## 8. Community Relations:

- Act as a liaison between the Selectboard and residents, addressing public concerns, and ensuring transparent communication.
- Represent the town in meetings with regional, state, and federal agencies.

## 9. Long-term Planning:

- Develop long-term strategic plans for the town's growth, capital improvements, and infrastructure.
- Collaborate with the Selectboard and other stakeholders, including the Planning and Zoning Administrator and Planning Commission, to set goals and priorities for town projects.

## 10. Crisis and Emergency Management:

- Work closely with the Emergency Management Director (EMD), the Emergency Management Deputy, and Emergency Management Coordinator to help create the Local Emergency Operation Plan and other strategies for preparedness.
- Develop and maintain emergency operation plans in coordination with other departments.

## 11. Miscellaneous Duties:

- Handle special projects as directed by the Selectboard.
- Oversee the use and maintenance of town-owned properties and assets.

## Required Qualifications

### Education:

Bachelor's degree in public administration, business administration, political science or related fields, or equivalent professional qualifications or experience. A master's degree is preferred but not required.

### Experience:

At least 3-5 years of experience in municipal government or a comparable leadership role in the private or nonprofit sectors. Experience with budgeting, grant writing, and public policy is essential.

## Knowledge, Skills, and Abilities

- **Leadership and Supervision:**
  - Demonstrated ability to lead and manage a diverse team of department heads and employees.
- **Financial Acumen:**
  - Strong understanding of municipal finance, fund accounting, budgeting, and grant administration.

- **Interpersonal Skills:**
  - Ability to communicate effectively with the public, Selectboard, town staff, and external agencies. Ability to manage and resolve conflicts constructively.
- **Analytical Thinking:**
  - Proficiency in analyzing complex problems and presenting clear recommendations.
- **Technology Proficiency:**
  - Familiarity with office software (Word, Excel, Microsoft 365, Google Workspace, NEMRC financial systems, project management systems), as well as the ability to use virtual meeting platforms.
- **Organizational Skills:**
  - Strong ability to manage time, handle multiple projects, and prioritize tasks in a fast-paced environment.
- **Crisis Management:**
  - Experience in emergency planning and response is a plus.

## Working Conditions

- This is a full-time position requiring approximately 40 hours per week, with some evening and weekend meetings.
- The Town Administrator is expected to attend Selectboard meetings and other town-related events.
- Some travel may be required for meetings with regional, state, and federal officials.

**Adoption: This job description was reviewed and adopted by the Bristol Selectboard on October 28, 2024.**

The Town of Bristol is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, age, disability, religion, gender, gender identity, sexual orientation, income, or familial status.