



Town Administrator Job Description

Employment Category: FLSA Exempt

Reports to: Selectboard

GENERAL SUMMARY:

The Town Administrator works under the direct supervision of the Selectboard to plan, organize, and coordinate the affairs of the Town not directly assigned to others. The Administrator supports the Selectboard by developing, recommending, and implementing policies, overseeing daily operations, coordinating long-range projects with Community Economic Development Specialist, and ensuring timely communication between departments, boards, and the public. The Administrator must demonstrate exceptional attention to detail, organization, scheduling ability, and follow-through.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prepare for and attend Selectboard meetings, ensuring accurate agenda preparation, warnings, and supporting materials.
- Implement decisions, policies, regulations, and programs of the Selectboard.
- Coordinate and track action items, deadlines, and follow-up tasks to ensure timely completion.
- Develop and recommend municipal policies and procedures to improve efficiency and transparency.
- Oversee administrative functions and staff support to ensure coordinated operations.
- Maintain the Town website, updating policies, public records, and news as directed.
- Serve as liaison among Selectboard, committees, employees, residents, and state and federal agencies.
- Assist in budget development, financial reporting, and monitoring expenditures with the Treasurer and Selectboard.
- Research and prepare information and actionable recommendations for Board review.
- Oversee and assist in grant development and administration, when applicable.
- Ensure building and property maintenance coordination among departments.
- Provide supervision, guidance, and support for administrative and recreation staff.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional organization, time management, and recordkeeping skills.
- Strong written and verbal communication abilities.
- Knowledge of municipal operations and Vermont local government laws.

- Ability to maintain confidentiality and sound judgment.
- Strong policy development and analytical skills.
- Proficiency with Microsoft Office, NEMRC, and digital communication tools.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree in public administration, business administration, or related field preferred.
- Five or more years of progressively responsible administrative or management experience, preferably in local government.

WORKING CONDITIONS / PHYSICAL DEMANDS:

- Office-based, requiring frequent communication with staff, committees, and the public.
- Occasional evening or weekend meetings required.
- Must be able to sit or stand for extended periods and lift up to 25 pounds.

TERMS OF EMPLOYMENT, EVALUATIONS, AND COMPENSATION:

This is a full-time position of approximately 40 hours per week. A six-month probationary period is a condition of employment. Evaluations will occur at six months and annually thereafter. Compensation and benefits are set annually by the Selectboard and governed by the Town Personnel Policy.

INCLUSIVITY STATEMENT:

The people of Johnson embrace inclusiveness and together we will build bridges to understanding, ensuring that all who live, work and visit our town feel welcome and safe. We reject racism, bigotry, discrimination, violence and hatred in all its forms. We embrace kindness, gentleness, understanding, neighborliness, peace, tolerance and respect for and toward all. Together we can have a cooperative, sustainable and thriving community where everyone is honored and valued. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status. Applications by members of all underrepresented groups are encouraged.

Approved by Selectboard on: November 3rd, 2025