



TOWN OF THUNDERBOLT Employee Position Description

POSITION	Town Administrator
DEPARTMENT	Thunderbolt General Administration
DIRECT SUPERVISOR	Mayor and Town Council Members
JOB SUMMARY	<p>This position is responsible for serving the Mayor and Town Council for the general administration of the personnel program. The Town Administrator shall appoint, demote, suspend, and remove those town officers, department heads, and employees under his/her direction and control, except for those who are elected by the people of the Town of Thunderbolt or whose appointment is otherwise provided for. The Town Administrator shall make appointments, demotions, dismissals, and suspensions in accordance with the Federal and State law, this ordinance and other applicable rules, regulations, ordinances or policies of the Town of Thunderbolt. The Town Administrator position is a "at will" position for the Mayor and Town Council and is hired/appointed by the Mayor and Town Council of the Town of Thunderbolt.</p>
QUALIFICATIONS (MINIMUM)	<p>Bachelor's degree in Business/Public Administration, Human Resources or related field, is preferred. Detailed oriented, professional and personable and must be able to work well with the public; and effectively handle multiple tasks and other duties that may be required from time to time. Must be able to work within deadlines. Ability to maintain accurate records is mandatory. Candidate must work well with elected officials, residences, and other officials and employees of other municipalities and state and federal representatives.</p> <p>This position must master the Town of Thunderbolt Code of Ordinances and the Planning & Zoning Ordinances, and Personnel Handbook. Keep update on all federal and state laws pertaining employees and personnel.</p> <p>Valid GA driver's license and have adequate means of transportation.</p> <p>Demonstrate ability to communicate clearly and concisely in oral and written form.</p> <p>Must agree to background check including a physical exam and drug test, if requested.</p> <p>Demonstrate ability to type and possession of computer skills. Experience with governmental and software operations.</p>
DESCRIPTION OF DUTIES	<p>Town Administrator:</p> <ul style="list-style-type: none"> • Recommend to the Mayor and Council revisions to the Personnel Handbook for approval; • Prepare and recommend to the Mayor and Council revisions to the pay plan for approval; • Determine administrative, professional and managerial positions to be excluded from entitlement to overtime compensation, in accordance with the Fair Labor Standards Act as amended; • Establish and maintain a roster of all persons in the town services, setting forth each officer, department head, and employee, title of

position, salary, and changes in title and status, and such other data as may be deemed desirable or useful;

- Develop and administer such recruiting programs as may be necessary to obtain an adequate supply of qualified applicants to meet the needs of the Town;
- Develop and coordinate training and education programs for Town employees;
- Investigate periodically the operation and effect of the personnel provisions of this ordinance;
- Prepare, implement, and revise as necessary, personnel procedures consistent with the policies of the Mayor and Council;
- Develop administrative procedures and rules necessary to carry out the provision of this ordinance;
- Perform such other duties as may be assigned by the Mayor and Council which are consistent with the purpose and scope of this ordinance;
- Supervise the operation of equal employment opportunity programs.

Town Administrator Responsibilities:

- Attend all council meetings, planning and zoning meetings, workshops or additional meetings including meetings or functions away from the Town Hall applicable to Town of Thunderbolt affairs and Town Administrator's responsibilities and duties.
- Be responsible for keeping Mayor and Council abreast of the financial health of the Town of Thunderbolt, and prepare an annual budget for consideration of the Mayor and Council and oversee the execution of the budget as adopted by the Mayor and Council.
- Prepare presentations for annual lobbying with our state delegation from the senate and house,
- Execute the policies and procedures developed by the Town of Thunderbolt Town Council.
- Oversee daily operations of all departments within the Town, coordinate activities between departments when necessary, and work with department heads in carrying out the objectives of the Town Council.
- Prepare reports to the state and federal agencies on behalf of the Town of Thunderbolt.
- Supervise and manage all purchasing done by the Town of Thunderbolt.
- Manage the Town of Thunderbolt's assets according to provisions of the Town.
- Approve all payments of accounts payable, sign and authorized payroll checks.
- Perform any other duties or responsibilities requested by the Mayor and Council.
- Maintain all personnel files in compliance with all State, Federal and Town laws. Personnel files maintained are subject to inspection and may be disclosed only as provided by applicable law and in accordance with Town procedure.
- Maintain all personnel files and records for respective departments as set forth in the Personnel Handbook and Policy Manual adopted by Mayor and Council of the Town of Thunderbolt.
- Prepare a system for evaluating the performance of all employees subject to the Personnel ordinance.
- Maintain and oversee the Town of Thunderbolt website and newsletter.
- Establish a working professional relationship with the Town residences and businesses.

	<ul style="list-style-type: none"> • Communicate to local media or newspaper when necessary issues concerning the Town of Thunderbolt. • Handle all residences and businesses issues, complaints, or concerns including communicating such matters to the Mayor and Council. • Prepare a Town Administrator's report for the monthly Town Council meeting, to be distributed to Mayor and Council on the Friday prior to the Town Council meeting on the following Wednesday. • Maintain a daily journal on work performance, projects, meetings, etc. • Interact with Federal, State and Local officials as required. • Communicate and keep Mayor and Council informed of all Town issues or concerns arising from petitioners, legal matters, federal, state, or local issues affecting the Town of Thunderbolt affairs and residences. • Annually review all employee health benefits and make recommendations to Mayor and Council. • Notify residences or businesses pertaining temporary issues with Town services. • Commands along with department heads, Mayor and Council emergency management team and operations for the Town of Thunderbolt. Including all emergencies and operational manual for the Town of Thunderbolt.
KNOWLEDGE DESIRED	<ul style="list-style-type: none"> • Knowledge in modern office equipment, methods, and procedures • Knowledge in Word, Excel, and general office equipment and filing systems • Ability to learn the town geography • Ability to learn departmental programs, policies, and procedures • Skill in oral and written communication with correct English usage, grammar, spelling and punctuation
GUIDELINES	Guidelines include the Town of Thunderbolt Personnel and Procedures Manual, federal and state laws and local laws. Able to fulfill all job duties of position with no supervision or assistance. Uphold professional and personal confidentiality among petitioners, residences, employees and Town Council members.
COMPLEXITY	The work consists of related administrative duties. The variety of tasks to be performed contributes to the complexity of the position.
SCOPE AND EFFECT	The purpose of this position is to provide administrative support for the operations of Town government. Success in this position contributes to the efficiency and effectiveness of Town operations.
PERSONAL CONTACTS	Contacts are typically with co-workers, other Town personnel, elected and appointed officials, and members of the general public.
PURPOSE OF CONTACTS	Contacts are typically to provide services, to give or exchange information or to resolve problems.
PHYSICAL DEMANDS	The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, or stooping. The employee occasionally lifts light objects.
WORK ENVIRONMENT	The work is typically performed in an office.
SUPERVISORY AND MANAGEMENT RESPONSIBILITY	All Department heads and Employees of the Town of Thunderbolt