

**Town of Coventry, Vermont**  
**Town Administrator Position Description as of May 10, 2022**

**Summary**

The Town Administrator works as an agent of the Select Board, executing many of the Select Board's administrative functions to run the municipal government of the Town. This does not include the Town's school.

The Town Administrator position is full-time. The position requires attendance at evening Select Board meetings, twice per month.

Compensation: \$45,000 to \$65,000 per year commensurate with experience; benefits include health care, retirement, and paid vacation.

**Preferred Qualifications**

- A self-starter and collaborative leader with a demonstrated ability to work with minimal supervision
- A degree in public administration, management, finance, or a related field and/or equivalent experience in municipal government, business management, or non-profit administration.
- Organizational skills with the demonstrated ability to plan for and manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Grant-writing and/or proposal-writing experience, ideally with a track-record of successful awards.
- Ability to communicate effectively with the Select Board, other Town departments, governmental agencies, the public, and the press.
- Ability to understand and ensure compliance with municipal, state, and federal laws, regulations, and requirements.
- Fluency in word processing and spreadsheet software; familiarity with video conferencing software, accounting software, and other common business applications.

**Duties/Responsibilities**

- Carry out the imperatives of the Select Board, as directed by the Board.
- Assess on an ongoing basis the Town's municipal requirements, and communicate these findings to the Select Board.
- Facilitate Select Board meetings including all preparation work, and operate video conferencing software while administratively running the meetings. Prepare the

meeting minutes for the Select Board to review and approve. Ensure all warrants are appropriately signed and filed.

- Ensure compliance with public meeting laws.
- Serve as lead agent for the annual municipal audit, including all policy and grant reporting.
- Manage the Town's official municipal web site using hired technical support to ensure it is up-to-date and complies with law and municipal best practices.
- Serve as the general purchasing agent for the Town's municipal government.
- Act as the liaison to the Town Attorney and other regional, state, and federal agencies.
- Prepare, distribute, and publish Requests for Proposals (RFPs) and manage incoming bids.
- Act with the approval of the Select Board as the Town's agent in signing municipal contracts, agreements, purchase orders, and similar matters.
- Supervise all human resource functions of the municipality.
- Prepare and publish employment opportunity notices at the direction of the Select Board.
- Research and identify grant opportunities for all municipal departments, and write and manage grant applications as directed by the Select Board.
- Develop the annual budget in coordination with all municipal departments.
- Publish the Town's annual report as the Editor-in-Chief; write the annual Town meeting warning, put together all reports from the municipal departments, the school, external agencies, and other elements as they occur. Get the report printed in the format directed by the Select Board.
- Supervise and coordinate maintenance of municipal facilities.
- Maintain and periodically review municipal bylaws, ordinances, policies, and procedures for completeness, consistency with best practices, and compliance with applicable laws and regulations. Propose updates as necessary.
- Assist the Select Board in economic development, community relations, and recreation.
- Coordinate community events.
- Respond to emergency management incidents and critical events.
- Perform other duties as assigned by the Select Board.