

Town of Chesapeake – Job Descriptions – FY2024

Job Title: Municipal Town Administrator

Department: Municipal Administration

Reports To: Mayor and Town Council

Job Summary: The Municipal Town Administrator is responsible for overseeing the day-to-day operations and administrative functions of the town government, as well as implementing policies and decisions made by the Mayor and Town Council. This role plays a critical role in ensuring the efficient and effective functioning of the town's government and services.

Key Responsibilities:

1. Administration and Management:

- Oversee the overall administration and management of the town's government, departments, and services.
- Develop and implement policies, procedures, and administrative systems to enhance efficiency and effectiveness.

2. Financial Management:

- Prepare and manage the town's annual budget, working closely with the Mayor, Town Council, and financial departments.
- Monitor financial performance, ensure compliance with budgetary guidelines, and recommend adjustments when necessary.

3. Personnel Management:

- Hire, train, and supervise town employees, including department heads.
- Develop and maintain a positive and productive work environment.
- Handle personnel matters, including performance evaluations, disciplinary actions, and terminations.

4. Government Relations:

- Serve as the primary liaison between the Mayor, Town Council, and various town departments.
- Keep the Mayor and Town Council informed of important issues, projects, and developments.
- Attend Town Council meetings and provide reports and recommendations.

5. Community Engagement:

- Foster positive relationships with residents, community groups, and stakeholders.
- Organize and participate in community events, forums, and meetings to gather input and address concerns.

6. Policy Implementation:

- Implement policies, ordinances, and resolutions passed by the Town Council.

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- Ensure that all town departments and employees comply with established policies and regulations.

7. **Infrastructure and Development:**

- Oversee town infrastructure projects, including planning, funding, and execution.
- Work with town planners and developers to promote responsible growth and development.

8. **Emergency Management:**

- Develop and maintain emergency management plans for the town.
- Coordinate responses to emergencies and disasters, ensuring the safety of residents and property.

Qualifications:

- Bachelor's degree in Public Administration, Business Administration, or a related field (Master's degree preferred).
- Several years of experience in government, with a track record of progressive roles.
- Strong financial management and budgeting skills.
- Excellent communication, interpersonal, and leadership abilities.
- Knowledge of local government laws, regulations, and procedures.
- Proficiency in computer applications and administrative software.
- Problem-solving skills and the ability to handle challenging situations diplomatically.

Working Conditions:

- This is a full-time position with regular office hours, but occasional evening and weekend work may be required.
- The Municipal Town Administrator may be called upon to respond to emergencies or critical situations outside of regular working hours.

The Municipal Town Administrator is a key figure in the efficient operation of the town government, serving as a bridge between elected officials and the town's employees and residents. This role requires a dedicated and skilled professional who can effectively manage resources, policies, and personnel to ensure the well-being and prosperity of the community.