



TOWN ADMINISTRATOR POSITION DESCRIPTION

The Town Administrator reports to and serves at the pleasure of the Board of Aldermen/Alderwomen and the Mayor.

Statement of Duties and Responsibilities:

Under the direction of the Mayor and Board of Aldermen/Alderwomen, the Town Administrator:

- Serves as the Chief Administrative Officer, EEO Officer, Budget Officer, and Zoning Administrator of the Town.
- Works in planning, directing, coordinating and supervising all functions and operations of the Town and performs duties as required by Federal, State, County, and Town Laws/Ordinances.
- Supervises the operations of all departments.
- Administers, coordinates, and resolves problem areas concerning the operation of the Town Departments.
- Provides leadership and direction to Department Heads in the development of objectives, preparation and implementation of operational budgets, supervision of purchasing and personnel, expansion of physical facilities, and overall operational processes.
- Attends all Board of Aldermen/Alderwomen and all Board of Planning and Adjustment meetings.
- In conjunction with the Town Clerk, coordinates agendas for Board of Aldermen/Alderwomen, submits regular and special reports, prepares and submits policy recommendations for review by the Board of Aldermen/Alderwomen, answers Board of Aldermen/Alderwomen inquiries, and investigates various problem areas as directed.
- Responsible for coordinating services with professionals under contract with the Town, such as, engineers, architects, surveyors, auditors, etc.
- Meets with community and public groups concerning matters of interest to local citizens and promotes good public relations and understanding of Town Government actions.
- Approves and coordinates procurements for the Town.

- Ensures that the Department Heads administer the Town Personnel Policies and Ordinances, including Personnel Evaluations.
- Assist Board of Aldermen/Alderwomen in preparation and administering the Town's Operating Budget.
- Maintains liaison with community, state, and federal government agencies.
- Conducts hiring, training, evaluation and dismissal of departmental personnel.
- Performs any other required duties as directed by the Mayor and Board of Aldermen/Alderwomen.

Salary will be commensurate with education, certifications, and experience.

The Town of Fremont offers an exceptional benefits package.

The Town of Fremont is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Fremont will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Resumes will not be accepted in lieu of an application; however, may be included.

Applications are available online at: Fremontnc.gov/jobs.

Please mail your application and/or resume' to:

**Town of Fremont
Attn: Joyce M. Artis, Town Clerk
PO Box 4
Fremont, NC 27830**

Applications and resumes' could also be emailed to Joyce M. Artis @ jartis@fremontnc.gov