

OFFICE OF THE
FIRST SELECTWOMAN

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TOWN HALL
238 Danbury Road
Wilton, CT 06897

TOWN OF WILTON

Position Description

January 2022

POSITION TITLE:	Town Administrator
DEPARTMENT:	Town Administrator
REPORTS TO:	First Selectperson
SUPERVISION EXERCISED:	Staff of administrative departments under the supervision of the First Selectperson

SUMMARY: The Town Administrator is appointed by the Board of Selectmen and serves as a professional manager. Under the direction of the First Selectperson, the Town Administrator is responsible for administrative functions relative to the daily operation of departments under the supervision of the First Selectperson, including Finance, Human Resources, Information Services, Land Use, Assessment, Tax, Town Clerk, Human Services, Public Works and Parks and Recreation. Administrative areas of responsibility include budget development, performance measurement and evaluation, grant administration, program review, insurance administration, risk management, and purchasing. The Town Administrator assists the First Selectperson and the Board of Selectmen as an advisor and informational resource. The Town Administrator carries out Board of Selectmen policies and special projects assigned by the First Selectperson.

ESSENTIAL FUNCTIONS:

- Work with the First Selectperson, the Board of Selectmen and town department heads to ensure town services are delivered at the level residents expect at the lowest possible cost;
- Work with the First Selectperson, the Board of Selectmen, town department heads and appointed boards and commissions to achieve the goals of the Plan of Conservation and Development;
- Work with the First Selectperson to develop and recommend annual operating and operating capital budgets to the Board of Selectmen;
- Attend and participate in all Board of Selectmen meetings;
- Prepare and make presentations to the Board of Selectmen and other boards, as required;
- Monitor progress against approved budgets and identify opportunities for expense savings or revenue enhancement;
- Daily supervision of the administrative departments under the authority of the first selectperson;

- Hire, manage, train and coach staff;
- Serve as acting department head during a department head vacancy;
- Recommend negotiated collective bargaining agreements;
- Recommend and oversee capital project improvements;
- Modernize town government through technology;
- Identify opportunities for shared services and/or cost savings with the Wilton Public Schools and other municipalities;
- Perform special projects as requested by the First Selectperson;
- Monitor legislative proposals for impact on municipalities;
- Make recommendations for legislative, ordinance or town fee changes; and
- Participate in municipal associations, such as the CT Council of Small Towns and the CT Conference of Municipalities.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Demonstrated knowledge of financial administration, grant administration, contract administration, land use administration, personnel administration, human services administration, public works administration, parks and recreation administration, pension administration, information services management, risk management, budgeting, financial reporting, capital planning, procurement and debt issuance;
- Demonstrated comprehensive knowledge of the functions of municipal government and the interactions of local, state and federal government;
- Demonstrated knowledge of Connecticut and Federal laws, as they relate to municipalities;
- Demonstrated knowledge of information systems;
- Demonstrated superior analytical, interpersonal and oral and written communication skills;
- Experience managing or supervising multiple municipal administrative functions and departments;
- Experience with negotiating municipal collective bargaining agreements;
- Experience identifying and securing grants;
- Experience developing budgets, long-term capital and financial plans;
- Experience in the management of capital projects;
- Ability to work with minimal supervision and employ critical and judicial discretion as required;
- Ability to represent the First Selectperson at meetings of boards and commissions and public agencies;
- Ability to establish and maintain effective and cooperative working relationships with town department heads, town employees, elected officials, appointed board and commission members, Town Counsel, Board of Education members and employees, other Connecticut municipal town administrators and managers and the general public;
- Ability to assist the First Selectperson in identifying and prioritizing Town needs and participate in the development and implementation of long-range plans, goals, objectives and policies; and
- Ability to identify problems and apply creative and innovative solutions.

MINIMUM JOB REQUIREMENTS:

- Bachelor's degree in Public Administration, Political Science, Business Administration or similar. Advanced degree preferred;
- Minimum of fifteen (15) years of experience in government or related;
- Minimum of ten (10) years of supervisory experience in municipal government, five (5) of which include simultaneous supervision of multiple departments; and
- Strong knowledge of Excel and other Microsoft products and experience with enterprise systems.

SPECIAL CONDITIONS:

- This position can't be held by an elected official;
- Based on mutual agreement, this position is subject to an employment agreement;
- Successful passage of a pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton; and
- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.