

Town Administrator- THE TOWN ALPINE, WY. Degree in public administration or related field & three to five years of experience in related field. This is a part time, contract position. Comp DOQ. For general job desc www.alpinewyoming.org. To apply send resume to PO BOX 3070 /ALPINE, WY 83128. Fax 307-654-7545. email alpine@silverstar.com.

TOWN ADMINISTRATOR DUTIES AND RESPONSIBILITIES

1. The job description of the Town Administrator shall include and may be described as follows:
 - (A) General Duties
 - (1) Carry out directives of the Mayor and Town Council which require administrative implementation, reporting promptly to the Mayor and Town Council any difficulties encountered;
 - (2) Oversee the administration of all day-to-day operations of the Town government including the monitoring of all Town ordinances, resolutions, council meeting minutes, and state statutes;
 - (3) Prepare a plan of administration, including job descriptions and an organization chart, which defines authority and responsibility for all non-statutory position of the Town; and submit it to the Town Council for adoption as the official organization and administrative procedure for the Town;
 - (4) Establish, when necessary, administrative procedures to increase the effectiveness and efficiency of Town government according to current policies in local government, not inconsistent with paragraph 3 above or directives of the Mayor and Town Council;
 - (5) Keep informed, under the guidance of the Town Attorney, concerning current Federal, State, and County legislation and administrative rules affecting the Town and submit appropriate reports and recommendations on those matters to the Town Council;
 - (6) Keep informed concerning the availability of Federal, State, and County funds for local programs. Assist department heads and the Town Council in obtaining these funds;
 - (7) Represent the Mayor and Town Council in matter involving legislative and intergovernmental affairs when authorized by the Mayor and Town Council;
 - (8) Act as the public information officer for the Town with the responsibility of assuring that the news media are kept informed about the operations of the Town and that all open meeting rules and regulations are followed with the advice and guidance of the Town Attorney;
 - (9) Establish and maintain procedures to facilitate communications between citizens and Town government to assure that complaints, grievances,

recommendations and other matter receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved;

- (10) Promote the economic well-being and growth of the Town through public and private sector cooperation.

(B) Responsibilities to the Town Council

- (1) Attend all meetings of the Town Council, unless excused by the Mayor or by majority vote of the Town Council, assisting the Mayor and the Town Council as required in the performance of their duties;
- (2) Assist the Town Attorney in preparation of ordinances and resolution, annexations, writing a Town Code, and other matters requested by the Mayor and Town Council, or as needed;
- (3) Supervise the Town Clerk in the successful completion of the 2010 Census, annexations, and other matters requested by the Mayor and Council, or as needed;

(C) Budgeting and Purchasing

- (1) Assist the Town Treasury in the preparation , posting and publishing, including all official notice required, of the annual Town Budget and Town Budget proceedings in accordance with guidelines as may be provided by the Town Council and in coordination with department heads, and pursuant to State statutes, for review and approval by the Mayor and the Town Council;
- (2) Administer the budget as adopted by the Town Council;
- (3) Report Regularly to the Town Council on the current fiscal position of the Town;
- (4) Review the accounting system of the Town and insure that the System employs methods in accordance with current professional accounting practices;
- (5) Work with the Treasurer to develop and maintain a tracking system for the grant and loan funds associated with the Sewer and Water projects;
- (6) Assist the treasurer in uploading Town Assets in the asset system in Quick Books;
- (7) Review and revise, where necessary, the Town's purchasing procedures. Serve as the purchasing agent for the Town, supervising all purchasing and contracting for supplies and services, subject to the purchasing procedures established by the Town Council and any limitation contained in the in the State Statutes.

(D) Personnel

- (1) Work with the Mayor in the administrative direction and coordination of all employees of the Town according to the established organization procedures;
- (2) Work with the Mayor and Town Attorney in the appointment, promotion, suspension or termination of any non statutory employees of the Town;
- (3) Evaluate in conjunction with the Mayor, the performance of all employees on an annual basis;
- (4) Serve as the personnel director of the Town with responsibilities to establish and maintain complete and current personnel records, including specific job description, for all Town employees; recommend salary and wage scales for Town employees; recruit and evaluate applicant for Town position; enforce high standards of performance by Town employees; assure that Town employees have proper working conditions; administer the grievance procedures of the Town; work closely with the Mayor and Town Council to resolve promptly personal problems or grievances; and carry out other duties listed in the ordinance or resolution defining the position of Personnel Director;
- (5) Assure that employees receive adequate opportunities for training to maintain and improve their job-related knowledge and skills and act as the approving authority for the requests by employees to attend conferences, meetings, training schools, and the like, if funds have been budgeted for these activities;

(E) Cooperation

- (1) All employees of the Town shall cooperate with and assist the Administrator so the Town government shall function effectively and efficiently.

2. The foregoing job description may be amended from time to time by resolution of the Town Council duly adopted. In addition to the duties set forth above, the Administrator shall carry out any and all duties and assignments specifically given to and directed by the Mayor and Town Council as such additional duties and assignments may from time to time be required.