

## Town Administrator

### Town of Tiverton, Rhode Island

The Town of Tiverton (pop. 16359) with a combined municipal and school department budget of 58 million dollars, and 100 full-time municipal employees is seeking to hire a Town Administrator, who shall be responsible to the seven-member Town Council for the administration and management of the municipal government.

Responsibilities of the Town Administrator include but are not limited to: day-to-day supervision of department heads, preparation of the annual budget, union and non-union labor contract negotiations, grant writing, personnel management, administration of a municipal budget, and the development of long-range goals and strategies.

Graduation from an accredited college or university with a Bachelor's Degree is required. (Master's Degree preferred) At least five years of administrative experience in a similar environment is also required. Personnel management is preferred. Municipal or government experience, familiarity with government finance, and experience with labor relations and collective bargaining are desirable. Salary commensurate with qualifications and experience. For more information about Tiverton, go to [www.tiverton.ri.gov](http://www.tiverton.ri.gov). For questions about the position, please contact the Town Clerk at 401-625-6711 or email [jchabot@tiverton.ri.gov](mailto:jchabot@tiverton.ri.gov).

Please use the application process at [www.EmploymentApp.com/TivertonRI](http://www.EmploymentApp.com/TivertonRI) or submit resume and cover letter, along with references addressed to the Tiverton Personnel Board, Attn: Town Administrator Position, P.O. Box 38, Tiverton, RI 02878 no later than **4:00 pm, Tuesday, December 3, 2024**

Please note that applicants selected for and accepting an interview with the Town will have their names and application materials made public pursuant to the Rhode Island Access to Public Records Act. The Town of Tiverton is an Equal Opportunity Employer.

## **TOWN ADMINISTRATOR DUTIES AND RESPONSIBILITIES TIVERTON TOWN CHARTER**

### **ARTICLE V**

#### **Section 501 Appointment**

The Town Administrator shall be appointed for an initial contract period not to exceed three (3) years, by no less than four (4) affirmative votes of the Town Council. Renewal contracts shall not exceed three (3) years.

#### **Section 502 Qualifications**

The qualifications for appointment as Town Administrator are a bachelor's degree with five (5) years administrative experience or equivalent experience and any such other qualifications as determined by the Town Council pursuant to Section 407 (9) of this Charter..

#### **Section 503 Duties and Powers of the Town Administrator**

The Town Administrator shall be responsible to the Town Council for the administration and management of the Town government.

The Town Administrator shall devote his/her entire time and attention to his/her duties as Administrator and shall not, during his/her appointment, be actively engaged in any employment, or business, or in the practice of any profession, or hold any public office other than the office of Town Administrator of the Town of Tiverton without prior Town Council approval.

The Town Administrator shall:

- 1.) In accordance with the requirement of Article III, Section 301(b) (4)&(5), submit a proposed unified budget to the town council and budget committee along with any estimates of non-property tax revenue.
- 2.) Direct and supervise the administration of all departments, commissions, offices and agencies of the town, except as otherwise provided by this charter or by law.
- 3.) To see that all laws, provisions of this charter and acts of the council, subject to his/her direction and supervision, are faithfully executed.
- 4.) Attend council meetings and shall participate in the proceedings as requested by the Council.

- 5.) To appoint, from the candidates recommended by the Personnel Board all personnel provided for in this charter, applicable state law, or established by ordinance. The appointment of department heads are subject to approval by the Town Council.
- 6.) Recommend to the Town Council compensation of all personnel under his/her jurisdiction. This recommendation shall be based upon a written annual performance evaluation of the personnel in question and this written evaluation shall be submitted to the Town Council.
- 7.) Submit annual evaluations of Department Heads to the Town Council.
- 8.) Recommend to the Town Council, adoption of measures as he/she may deem necessary or expedient for the health, safety or welfare of the community and/or employees, or for the improvement of administrative services.
- 9.) Negotiate contracts as the Chief Negotiator and have the right to sign tentative agreements on behalf of the town subject to ratification by the Town Council.
- 10.) Supervise and monitor the implementation of the budget and prepare for the Council, as it shall require, periodic reports on expenditures and unexpended balance totals for each department, office and agency, and report to the Council any unanticipated budget requirements or shortfalls, along with recommendations for resolution.
- 11.) Ensure compliance with contractual terms and conditions favorable to the town.
- 12.) Coordinate the activities of all boards, commissions and committees and as may be required by the Town Council.
- 13.) Perform such other duties as may be required by the Town Council, within accepted practice in respect to the duties of this office.
- 14.) Update and maintain custody of personnel files for all municipal employees with the exception of those employees under the jurisdiction of the School Department.
- 15.) Prepare and submit grant requests as appropriate.
- 16.) Evaluate requests and make recommendations for the Capital Improvements Program.