

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.