

**TOWN OF BURKE  
JOB DESCRIPTION**

**TITLE: TOWN ADMINISTRATOR**

**SUPERVISOR: TOWN BOARD**

**PURPOSE OF THE POSITION:**

Generally responsible for administering Town services and operations within the guidelines and requirements of Wisconsin Statutes and adopted Town budgets, policies, ordinances and resolutions. Perform clerical filing, record keeping, various word processing, spreadsheets, accounting software and other office procedures under the direction of the Town Board.

This position is a high-level professional position which requires sophisticated knowledge of government operations and administration, the ability to work as support staff to a governing body, and effectively work to implement the policies of that body. The work is performed in an office setting, but also at public meetings, businesses, at the residences and business places of constituents, and in public buildings. The position requires a great deal of public speaking (30 percent of the time); high mobility (70 percent of the time); operation of computers (90 percent of the time); and ability to interact with data maintained by the Town and other agencies and entities, much of which is in written form (100 percent of the time).

**ESSENTIAL RESPONSIBILITIES:**

**The following duties and responsibilities are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.**

- Provide professional staff support to the Town Board in its policy-making functions, including providing informational support at Town meetings and public hearings.
- Supervise the Town administrative office and staff to assure that public services are provided in a timely, cost-effective and high-quality manner.
- Provide supervisory support and management to the public works department.
- When appointed by the Clerk/Treasurer, fulfill the duties of Deputy Clerk and Deputy Treasurer.
- Assist property owners with land divisions, CSMs, rezones, Conditional Use Permit (CUP), etc. applications.
- Prepare agendas, attend and take minutes of Plan Commission meetings.
- Assist the Clerk/Treasurer in preparing Town Board meeting agendas.
- Attend all Town Board meetings and take minutes in the absence of the Clerk/Treasurer.
- Prepare resolutions, ordinances and policies for consideration by the Town Board and Plan Commission.
- Maintain the Town website.
- Prepare the Town newsletters.

- Prepare and mail Public Hearing notices.
- Represent the Town to the public, before other units of government, in business matters, and in economic development.
- Develop and revise proposals for Town ordinances and policy with Town legal counsel, discovering instances where Town ordinances require updating or creation to be compatible with state statutes.
- Negotiate on behalf of the Town for intergovernmental and contracted services when authorized by the Town Board.
- Develop and maintain an orientation program to prepare new board and commission members for their duties and responsibilities.
- Keep informed concerning current federal, state and county statutes and ordinances affecting the Town and submit appropriate reports and recommendations to the Town Board.
- Serve as primary staff contact to Town legal counsel, engineer and other contracted services.
- Establish and maintain procedures to facilitate communications between Town residents and the Town Board.
- Serve as purchasing agent for the Town assuring all purchases and contracts for supplies and services are in accordance with purchasing procedures established by the Town board and state statute.
- Prepare requests for proposal (RFPs) for contract services as needed.
- Maintain complete and current personnel records, including specific position descriptions, for all Town employees. Ensure that all position descriptions are consistent with state and federal statutes.
- Serve as a Notary Public.

**KNOWLEDGE OF:**

- Accounting and financial management, including governmental accounting principles.
- Personnel management and human resources issues, including effective supervision of subordinate staff.
- Public works and related issues.
- Public safety issues with an emphasis on fire protection.
- Personal computers and software programs; including Microsoft Word, Excel, and Publisher; QuickBooks and internet browsers.

**ABILITY TO:**

- Communicate effectively with general public, staff, Town Board, commissions and committee members both orally and in writing.
- Work independently and productively to implement the agenda of a government body.
- Handle deadlines, time pressure, confrontational situations, and stress.
- Subordinate own ideas and recommendations to the adopted policy of the governing body.

**WORK ENVIRONMENT AND WORKING CONDITIONS:**

- Work is generally performed in an office environment.
- Work is usually performed while seated at a desk.

- Work is frequently performed using a computer and peripheral equipment.

**DESIRED QUALIFICATIONS:**

- An undergraduate degree in public administration, business administration, or management or equivalent experience.
- Two years of experience in a staff position in a local government providing support to local elected officials.
- Must be Bondable.
- Must be a Notary Public or have the ability to become a Notary Public within six month of employment.
- Previous supervisory experience preferred.
- Wisconsin Certified Municipal Clerk (WCMC) designation preferred.