



# TOWN OF HAVERHILL *New Hampshire*

Town Administration Office  
James R. Morrill Municipal Bldg.  
2975 Dartmouth College Hwy. North Haverhill, NH 03774  
Telephone: 603-787-6800  
[www.haverhill-nh.com](http://www.haverhill-nh.com)

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## **POSITION:** Town Administrator

**SUMMARY:** The Town Administrator is the lead Administrative Officer for the town under the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen. This includes performing complex professional and management work in providing daily administration of Town operations such as budgeting, maintenance of financial records, purchasing, assessing, town facilities, personnel administration, inventory control, and production of the annual town report. Carries out the orders and policies of the Board of Selectmen in accordance with all laws, rules, regulations, ordinances, policies, and procedures. Serves as the Board of Selectmen's liaison with Town department heads and employees and supervises all department heads and clerical staff and oversees the supervision of subordinates by department heads. Fosters effective working relationships with all Town boards, commissions, committees, and departments.

## **POSITION DUTIES:**

1. Researches and recommends policy alternatives to the Board of Selectmen. Implements policies established by the Board of Selectmen by providing administrative direction to department heads, staff, and others.
2. Administers and implements the personnel functions of the Town. In consultation with the Board of Selectmen and department heads will coordinate employee hiring, evaluations, promotion, and discipline. Recommends appointments and dismissals to the Board of Selectmen for decision. Recommends organizational changes and personnel policy revisions to Selectmen.
3. Assists department heads with the formulation of their annual operating and capital budgets and coordinates the preparation of the same for presentation to the Advisory Budget Committee. Provides the same to the Board of Selectmen for review and modification, and adoption at Town Meeting. Reviews monthly revenue, expenditure, and other relevant financial reports to ensure compliance with appropriations and reports the same to the Board of Selectmen.
4. Serves as principal liaison between Board of Selectmen and the public, media, and other officials. Prepares news releases, meets with media, other public officials, and the public to explain policies and procedures established by the Board of Selectmen.
5. Coordinates and administers all Town legal matters. Assists Town Counsel with the collection and review of material for preparation in legal matters. Recommends, with the advice and consent of Town Counsel, legal strategies for approval by the Board of Selectmen.



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6. Attends all Selectmen meetings and the meetings of other Boards and Commissions as required by the Board of Selectmen. In conjunction with the Select Board Chair, formulates Select Board Meeting agendas and provides the Selectmen with pertinent supporting information in preparation for their meetings. Coordinates and schedules public hearings in accordance with state and local rules and regulations.
7. Responsible for the preparation of the Town Report, Town Ordinances, Warrants, and Amendments. Coordinates the preparation of all required Town, State of New Hampshire, and Federal Government reports and forms.
8. Presents annual goals and objectives for review and approval by the Board of Selectmen. Develops and implements the strategies for the implementation of said goals and objectives and reports thereon to the Board for continuous review. Provides strategic planning and makes recommendations on policy development and implementation for review and action thereon by the Board of Selectmen.
9. Attends regional, professional, and state related meetings as necessary, including participation in activities of the New Hampshire Government Finance Officers Association, New Hampshire Municipal Association, Primex New Hampshire Public Risk Management Exchange, & the New Hampshire Municipal Management Association.

## MINIMUM QUALIFICATIONS:

1. Extensive knowledge of local government operations, administration and management practices and procedures; knowledge of application of state and federal laws and policies which affect local government, including purchasing; knowledge of fiscal management, planning, and human resource management.
2. Ability to exercise judgment and discretion in applying and interpreting the policies of the Board of Selectmen. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.
3. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of service to the community. Excellent managerial, organizational, and communication skills.
4. Bachelor's degree in business administration, management & leadership, or related field; master's degree preferred; five years management experience, preferably in a municipal setting; OR any equivalent combination of experience and education which demonstrates possession of the required knowledge, skills, and abilities.