

# **Town of Greensboro**

## **Job Description – Town Administrator**

### **Position Summary**

The Town Administrator supports the Selectboard by coordinating day-to-day municipal operations, administering grants, assisting with transportation and infrastructure planning, supporting Selectboard meetings, and ensuring timely communication among Town officials, staff, and the public. The Administrator works independently with minimal daily oversight and manages a broad range of projects in coordination with the Selectboard, Road Foreman, Town Clerk, Treasurer, and State and regional agencies.

---

### **Essential Duties and Responsibilities**

#### **1. Grant Administration**

- Compile an annual calendar of available state, federal, and regional grant opportunities.
- Identify new or one-time grant opportunities and bring them to the Selectboard for consideration.
- Provide input during budgeting to ensure required local matching funds are budgeted.
- Prepare or support the preparation of grant applications.
- Manage awarded grants, including coordination with Town Clerk and Treasurer to ensure invoices are categorized correctly and paid.
- Prepare required progress, financial, and closeout reports in accordance with grant agreements.
- Maintain organized grant files and reporting schedules.

---

#### **2. Support to the Selectboard**

- Work with the Selectboard Chair to prepare agendas and meeting packets.
- Research topics and prepare background information to support informed decision-making.
- Attend Selectboard meetings (1–2 per month) and prepare accurate minutes.
- Maintain Selectboard records, correspondence, and project documentation.
- Serve as the primary administrative point of contact for the Selectboard.
- Complete special projects as assigned.

---

### **3. Communication, Public Information, and Website Management**

- Serve as liaison between the Selectboard, committees, town staff, residents, and external agencies.
- Respond to inquiries from residents and stakeholders with accuracy and courtesy.
- Maintain Selectboard-related content on the Town website and other communication channels.
- Ensure timely posting of agendas, minutes, recordings, and public notices in compliance with Vermont's Open Meeting Law.
- Prepare reports, summaries, and informational materials for the public and Selectboard.

---

### **4. Roads and Infrastructure Administration**

- Work with the Selectboard and Road Foreman to develop and maintain a multi-year road improvement plan with estimated costs and funding sources.
- Assist with MRGP requirements and maintain culvert and road inventory data.
- Maintain logs of road activity, current and proposed projects, and cost tracking.
- Serve as Municipal Project Manager for VTrans projects, as required.

#### **FEMA Responsibilities**

- Document storm damage and maintain required project files.
- Coordinate with the Road Foreman and Selectboard to ensure repair work meets FEMA and State standards.
- Assist with organizing and categorizing disaster-related invoices and maintaining digital documentation.
- Work with FEMA and Vermont Emergency Management throughout project closeout and reimbursement.

---

### **5. Municipal Facilities and Project Support**

- Maintain logs of seasonal and required building maintenance.
- Assist in managing fuel bids, facility contracts, and routine service vendors.
- Coordinate small facility projects and oversee handyman or contracted tasks.
- Support general project management responsibilities assigned by the Selectboard.

---

## **General Duties**

- Provide professional and timely communication with Town staff, officials, contractors, committees, and residents.
- Attend trainings (VLCT, VTrans, NVDA, FEMA, etc.) as prioritized by the Selectboard.
- Maintain accurate records and ensure compliance with municipal and State requirements.
- Work independently and manage tasks and projects with broad direction from the Selectboard.
- Serve as liaison to Town committees when assigned.

---

## **Skills and Experience**

- Knowledge of Vermont statutes governing municipal government, including land use, finance, and the Vermont Open Meeting Law.
- Familiarity with municipal partners such as VLCT, NVDA, VTrans, and FEMA.
- Strong organizational, research, and project-management skills.
- Strong writing skills, including preparing clear and persuasive grant applications and accurate progress and financial reports.
- Proficiency with Windows, Word, Excel, Gmail, Google Drive, Zoom, and Teams.
- Ability to communicate professionally with residents, town staff, officials, and external agencies.
- Ability to work independently, manage multiple priorities, and meet deadlines.

---

## **Compensation and Benefits**

- 30 hours per week / 1,560 hours per year; schedule may vary. Remote work is permitted.
- Must work in the Town Offices at least two days per week.
- Eligible for full Town employee benefits.
- Hourly wage: TBD by Selectboard.
- Town-owned laptop, software, and office space provided.