

RESOLUTION NO. 10-2016

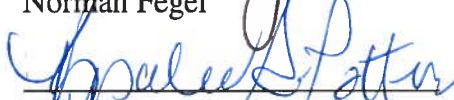
A RESOLUTION OF THE COUNCIL OF TRAPPE ADOPTING THE TOWN ADMINISTRATOR/TOWN CLERK JOB DESCRIPTION

WHEREAS, the Council of Trappe has determined that it is desirable and in the public interest to adopt an updated job description for the position of Town Administrator/Town Clerk;

NOW, THEREFORE, BE IT RESOLVED by the Council of Trappe that the Town Administrator/Town Clerk Job Description, attached hereto and incorporated by reference herein, is hereby ADOPTED.

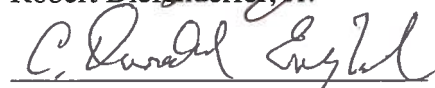
RESOLVED, this 7th day of December, 2016.


Norman Fegel



Rosalee Potter

absent
Tonya Pritchett


Robert Diefenderfer, Jr.


C. Donald English

I hereby certify that the foregoing Resolution 10-2016 of the Town of Trappe was duly read and enacted in accordance with the applicable provisions of the Charter of the Town of Trappe.

Attest: 
Erin Braband, Clerk/Treasurer
Town of Trappe

**Town Administrator/Town Clerk
Job description**

I. Job Summary: This position is an executive position managing the day to day operations of the Town. The Town Administrator/Town Clerk is an at-will employee, and serves at the pleasure of the Town Council.

II. Essential Functions of the Job: The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. The Town Administrator/Town Clerk shall perform these duties, under the direction and control of the Council, as well as any other duties assigned by the Council. Actual duties performed will vary on a day-to-day basis.

A. Personnel Matters. The Town Administrator/Town Clerk shall be responsible for developing and maintaining a personnel program. The personnel-related responsibilities include the following:

1. Plans for, manages, supervises and controls the day-to-day operations of the Town.
2. Serves as the personnel director and human resources manager and benefit coordinator for the Town.
3. Carries out supervisory responsibilities in accordance with the Town's policies and applicable laws. Responsibilities include training employees; planning, assigning and directing work; rewarding and disciplining employees; addressing complaints and resolving problems; oversees leave requests and keeps records of absences from employment.
4. Evaluations. The Town Administrator/Town Clerk shall assist the department heads with the evaluations of their employees. The Town Administrator/Town Clerk shall assist the Council with the evaluations of department heads.
5. Develops and recommends personnel rules and regulations for adoption by the Council.
6. Interprets and enforces the personnel rules and regulations.
7. Directs and supervises all personnel administration activities.
8. Maintains classification and compensation records.
9. Promotes and develops programs for improving employee effectiveness, including training, safety, health, and employee counseling.
10. Advises the Council about manpower requirements and utilization, employee relations, employee appeals and grievances.

11. Evaluates the effectiveness of the total personnel program and its various components.
12. The Town Administrator shall report directly to the Council of Trappe and will keep the Council informed of actions and issues with regards to the employment of personnel for the Town of Trappe. Any grievances not resolved by the Town Administrator may be brought before the Council in accordance with the Employee Handbook. The Council shall be responsible for any and all hiring, terminations of employment and salary/compensation decisions.

B. Administrative, Financial Matters. The Town Clerk/Town Administrator shall be responsible for the following administrative and financial matters:

1. Assists the Council in the preparation of the budget.
2. Manages and coordinates the development and implementation of policies and procedures as approved by the Town Council and directed by the Council President.
3. Regularly meets with the Council President to advise on issues and assignments.
4. Prepares all Town Council agenda issues.
5. Coordinates legal matters with the Town Attorney.
6. Works with department heads on capital improvement plans and financing.
7. Attends Town Council meetings and other meetings as directed by the Council President.
8. Meets and consults with representatives of other local governments and appears as a witness before various government commissions as a representative of the Town Council.
9. Participates with Council in selection of Town consultants.
10. Answers inquires, resolves citizen's complaints and problems of complex and consistent nature.
11. Supervises and is responsible for the disbursement of all moneys and have control over all expenditures to assure that budget appropriations are not exceeded.
12. Maintains a general accounting system for the Town in such form as the Council may require, not contrary to state law.
13. Submits at the end of each fiscal year, and at such other times as the Council may require, a complete financial report to the Council.
14. Ascertain that all taxable property within the Town is assessed for

- taxation.
15. Collects all taxes, specials assessments, license fees, liens and all other revenues (including utility revenues) of the Town, and all other revenues for whose collection the Town is responsible, and receive funds receivable by the Town.
 16. Is the custodian of all public moneys, belonging to or under the control of the Town, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the Town.
 17. Performs all other duties as assigned.