Town Administrator - Town of South Thomaston ME.

The Town of South Thomaston is seeking applicants for the position of Town Administrator. South Thomaston is a seaside community located in Knox County in midcoast Maine. It is primarily a residential community with a population of approximately 1,625 which increases substantially in the summer with the arrival of seasonal home owners and vacation renters. Spruce Head Island is home to significant lobster fishing operations.

The town’s current annual operating budget, excluding schools, is approximately 1.6 million dollars. Educational services are provided by RSU 13, of which the Town is a member.

The Town Administrator is directly responsible to a three member Selectboard and typically also serves as Town Clerk, Tax Collector, Treasurer, General Assistance Administrator and other statutorily required offices. The Administrator assists the Board in conducting its affairs and in managing day to day operations of the town in accordance applicable regulations, ordinances, and statues.

In consultation with the Selectboard Chair, the Administrator prepares Selectboard agendas, including researching background information and developing recommendations for action. The Administrator drafts Selectboard minutes as well as correspondence, town reports, newsletters, contracts, solicitations, policies, ordinances and other complex documents.

The Administrator is responsible for the consolidation of the proposed annual budget (in conjunction with the Selectboard and the Budget Committee) and the administration of the budget once adopted.

The Administrator coordinates operations with, but does not supervise, several part time department heads including, but not limited to, Fire Chief, Ambulance Director, Road Commissioner and Code Enforcement Officer.

The Administrator directly supervises two office staff members currently scheduled to work 34 hours each per week. In that capacity the Administrator is responsible for overseeing the town’s:

* customer service operations in the town office including conducting all elections
* financial management system (TRIO) including budgeting, accounting, payroll, and accounts payable.
* records retention system including personnel files, tax and financial records, minutes of all town meetings, minutes of all boards and committees and other documents.
* computer system including regularly updating the town’s website and other electronic communication methods.
* buildings, equipment and other infrastructure that is not under the auspices of another department head.

Candidates must possess excellent organizational, computer, and written and oral communications skills. Financial management and accounting experience and/or training is highly desirable. Relevant municipal experience and/or training would be an important asset. A four-year college degree in a related field is preferred, but is not required.

The position of Administrator is a salaried positioned. The current budgeted salary amount is $48,695. The actual amount will be negotiated base on the selected candidate’s training and experience.

The town office is open to the public four days per week, Monday through Thursday 8:30 AM to 5:00 PM, but the incumbent will be required to attend evening meetings and some Friday and limited weekend work time should be anticipated.

Benefits include health, dental and short-term disability insurance with the town paying 80% of the premium as well as paid holidays, vacation and sick time.

The Administrator is not required to live within the town, but is required to establish residency within a half hour commute of the town office within 1 year of date of hire unless this requirement is waived by the Selectboard.

To apply, submit cover letter, resume and three professional letters of reference, in an envelope marked confidential, to Selectboard Chair, Town of South Thomaston, P.O. Box 147, South Thomaston, ME 04858 or via e-mail at Walter@souththomaston.me by 10:00 AM December 28, 2020.

The Town of South Thomaston is an Equal Opportunity Employer