



THE TOWN ADMINISTRATOR

In the Town of Elizabeth, a professional Town Administrator is hired and directed by the Board of Trustees to oversee the daily operations of the Town. The Administrator position is nonpartisan and nonpolitical and is charged with overseeing the day-to-day business of local governments in an ethical, efficient, and transparent manner. The Administrator takes his ultimate direction from a simple majority of the Board of Trustees unless otherwise directed by Town Code or other regulations. Much like executives who direct private-sector corporations, professional local government managers provide leadership, vision, and a focus on results that is needed to create better communities by

- Managing financial and human resources.
- Overseeing the delivery of essential community services.
- Planning strategically for community development.
- Using performance metrics to drive continuous improvement.

While duties may vary based on the needs of the Board and of the Community, the Elizabeth Town Administrator is responsible for:

- Working with elected officials to develop sound approaches to community challenges by bringing together resources that produce results that matter.
- Helping the governing body develop a long-term vision for the community that provides a framework for policy development and goal-setting.
- Preparing a comprehensive annual budget and capital improvement program and managing local government staff, budgets, programs, and projects.
- Overseeing the delivery of local government services: police/public safety; economic development; community development; parks; streets, and water and wastewater utilities.
- Developing performance measurement systems for local government services.
- Applying for and administering federal, state, and private foundation grant funding.
- Recruiting, hiring, and supervising the local government workforce, including key department heads.
- Assisting in the preparing council or board meeting agenda materials.
- Bringing a community-wide perspective that considers past and future challenges to policy discussions.
- Encouraging inclusion and building consensus among diverse interests (including those of the elected officials, the business community, and citizens) by focusing on the needs of the entire community rather than the interests of only a few individuals.
- Developing and sustaining organizational excellence and promoting innovation.
- Ensuring that laws and policies are enforced fairly throughout the community and that the government runs ethically and transparently.

Professional city, town, and county managers establish a commitment to excellence within the local government organization that sets the tone for all employees. These individuals expect staff at all levels, from department directors to line employees, to meet high standards in service delivery, accountability, and ethics. Together, they look for more effective and efficient ways to serve the members of their community.

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