

TOWN OF SOMERS

Position Description

Title: First Selectman
Department: Selectmen's Office
Reports To: Board of Selectmen,
taxpayers, residents

Supervises: Department Directors;
public safety
FLSA Status: Full-time, exempt
Bargaining Unit: N/A

This is an elected position.

Position Summary: Carries out the duties of the office of First Selectman, with the powers and duties as established by the Town Charter and statutes. Serves as Chief Elected and Chief Executive officer of the town; presides over Board of Selectmen meetings; represents to town in intergovernmental and regional organizations; acts as spokesman for the town on all public policy matters; and performs ceremonial functions of the town as necessary. Provides necessary leadership to and management of town staff to enable delivery of timely, accurate and high-quality service to all internal and external customers.

Major Job Duties:

Management/Service – Directs and coordinates the administration of the town in accordance with the Connecticut State Statutes and with the policy advice and authority of the Board of Selectmen. Serves as Chairman of the Board of Selectmen, which functions as an Executive Team. Oversees activities of town departments to assure compliance with town policies and procedures. Meets regularly with Selectmen and key staff members to discuss and act on administrative matters. Provides leadership and oversight to management team. Develops and enacts ordinances when necessary as established by Town Charter and statutes. Reports on activities of town government to the Board of Selectmen, the Town Meeting, and to various boards and commissions.

Policy Planning and Development – Coordinates short-term and long-range policy planning and development to address the needs and welfare of the town and its residents. Develops, implements, evaluates and adjusts as necessary long-term business plan in conjunction with the Board of Selectmen. Develops and initiates policy proposals and actions for consideration by the Board of Selectmen and town boards and commissions. Serves as ex-officio member of town boards commissions, and committees as provided by State Statute.

Financial – Coordinates, reviews and submits annual budget recommendations to the Board of Selectmen for submission to the Board of Finance. Prepares capital expenditure budget, including cost estimates. Coordinates with the Chief Financial Officer the collection, and cash management of town funds.

Board/Commission Liaison – Serves as chief liaison between Town Government operations and the Board of Finance, Board of Education and other elected boards. Maintains open communication channels and effective working relationships with these other town executive boards. Works closely with Board of Education officials to assure cooperation of town government in meeting needs of school-age children.

Public/Media Liaison – Participates in the negotiation of major town agreements with state, federal, or private concerns. Serves as town representative and spokesman in meetings with

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Last Revision Date: 12/08

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HR/on file

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news media, social, civic, or cultural organizations. Represents the town in regional, state and national organizations, meetings or conferences, to assure an awareness of programs and opportunities available to the town.

Preferred Qualifications:

- Elector of the Town of Somers – required by Town Charter;
- Desirable skills and knowledge would generally be acquired with a Bachelor's degree in Business or Public Administration or some closely related field;
- Five or more years of increasingly responsible administrative experience;
- Valid Connecticut Driver's license desirable.

Physical Requirements:

This position is primarily situated in an office environment, with walking to and from other department locations. At times the environment may have extensive customer traffic, distractions and noise. Frequently, interactions will involve inquisitive customers, who may be agitated regarding their inquiries. The incumbent must be able to:

- Regularly sit and work or listen to information for periods in excess of one hour;
- Work with a computer, scanner, facsimile machine, copier, electronic adding machine, and a telephone;
- Tolerate a moderately noisy office environment;
- Intermittently lift up to 25 pounds of office supplies;
- Stand, lift, reach and bend to store and access records and files in the course of maintaining records.

This information is designed to give the general nature and level of work to be performed by employees assigned to this job title and must not be construed to be a complete inventory of the position's duties, responsibilities and qualifications. Employment in the State of Connecticut is, by statute, at will, and nothing in this job description should be construed as an employment contract.

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