

WALLINGFORD TOWN ADMINISTRATOR RESPONSIBILITIES AND JOB DESCRIPTION

The Town Administrator is a fulltime employee hired by the Selectboard, and reporting directly to that body for the following duties:

1. Receives and responds to the Selectboard's correspondence.
2. Follows through on actions taken by the Board.
3. Keeps the Selectboard informed of issues requiring their attention.
4. Prepares and posts Selectboard meeting agendas, with input from Selectboard members.
5. Attends Selectboard meetings, takes minutes, prepares the minutes for distribution within the time limit required by Vermont Statutes, and posts the draft then approved minutes on the website. Submits approved minutes to the Town Clerk for recording.
6. Researches and prepares ordinances and policies at the direction of the Selectboard.
7. Acts as liaison among standing Town bodies, departments, commissions, and committees.
8. Serves the people of the Town on behalf of the Selectboard during regular office hours at the Town Hall, as determined by the Selectboard.
9. Pursues alternative funding (grants) including but not limited to Grants in Aid, Better Roads, Municipal Planning. Preservation Trust, VTrans Paving and Structures, VLCT PACIF, Watersheds United of VT and more.
10. Oversees maintenance and repair of municipal buildings. Ensures annual fire extinguisher (town hall, town garage and transfer station), town hall fire alarm, and town hall elevator inspections are completed with certifications posted.
11. Reviews all invoices for services, materials, and supplies pertaining to the Town Administrator's duties, and submits them to the Town Treasurer for inclusion on the Selectboard pay orders.
12. Serves as Transfer Station Administrator.
 - Supervises the operation of the Transfer Station and its budget;
 - Reviews transfer station attendants' time sheets;
 - Prepares and submits all required reports to the State; and
 - Keeps the Selectboard informed of new regulations, issues, and problems as they arise.
13. Maintains the Town's official Website, ensuring that the content is kept accurate and up-to-date, including agendas and minutes of municipal groups.
14. Prepares the annual Town Report.
15. Supervises the operation of Elfin Lake public beach/concessions and Summer Recreation Camp and prepares those budgets.

16. Ensures the Town's compliance with Municipal Roads General Permit (MRGP) and pursues grants to implement road improvements. Grant work to include working with road crew on written submissions of work projects for approval then submission of reimbursement documentation. Files annual MRGP report with state.
17. Completion and submission of the annual Tier 2 report for town garage chemicals.
18. Completion and submission of annual OSHA forms.
19. Complies with VTrans annual requirements – special road weights, Certificate of Mileage, Road and Bridge Standards, and Annual Financial Plan.
20. Maintaining a working knowledge of new or ever-changing state statutes and regulations in order to ensure Town compliance.
21. Fill out, update, and/or submit employee forms for health, eye, dental coverage, short term disability and workers' compensation as necessary.
22. Performs other duties as assigned by the Selectboard.

UPDATED AUGUST of 2026