

## TOWN OF RIDGEFIELD

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|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------|
| <b>Job Title</b>  | <b>First Selectman</b>                                                                                                                                                                                                                                          |                |                               |
| <b>Reports To</b> | Voters of the Town of Ridgefield                                                                                                                                                                                                                                |                |                               |
| <b>FLSA</b>       | Exempt                                                                                                                                                                                                                                                          | <b>Date</b>    | July 2001                     |
| <b>Supervises</b> | Social Services, Administrative Assistant, First Selectman, HR Director, Golf Superintendent, Sewer Plant, Building Official, Director of Public Services, Town Engineer, Assessor, Health Director, Information Services, Fire Chief, and Director of Finance. |                |                               |
| <b>Job Class</b>  |                                                                                                                                                                                                                                                                 | <b>Job No.</b> | <b>Reviewed by</b> R. Marconi |

### **BASIC FUNCTION**

To be the full-time chief executive and administrative officer of the Town, and to carry out the duties charged by the General Statutes and specifically described in Section 8-3 of the Charter. The First Selectman shall have all the powers, duties and responsibilities conferred upon that office by law and which are not inconsistent with the Town's Charter; in addition, shall have such powers as are necessary or incidental to the discharge of the duties and responsibilities as set forth in the Town's Charter.

### **ESSENTIAL JOB FUNCTIONS**

- ◆ The First Selectman shall be a full voting and participating member of the Board of Selectmen and shall preside at meetings of the Board when present.
  - ◆ The First Selectman shall be, ex officio, a member of the Board of Finance, shall preside at all meetings when present and shall vote only in case of a tie.
- The First Selectman, with general policy direction from the Board of Selectmen:
- ◆ Maintains the proper performance of the First Selectman's Office.
  - ◆ Coordinates the administration of the agencies of the Town, except for those functions expressly reserved or delegated to those agencies by law.
  - ◆ Makes a continuous review of the current and future needs of the Town, including financial needs and budget requirements in connection with which the First Selectman may require reports and information to be submitted by any Town agency and shall keep the Board of Selectmen fully informed as to the financial condition of the Town.
  - ◆ Advises the Board of Selectmen of the availability of such federal and/or state funds for which the Town may qualify.
  - ◆ Implements proper financial procedures for those Town agencies over which he/she has jurisdiction.
  - ◆ Coordinates and guides the Board of Selectman in the discharge of all the board's duties and responsibilities.
  - ◆ Develops and publishes a set of priorities which shall provide a guide for those things the Town shall attempt to accomplish during the coming year, and this shall serve as a policy guide in the development of the annual Town budget.
  - ◆ Keeps full and complete records of the activities of the office of the First Selectman, makes periodic reports to the Board of Selectmen and the Board of Finance, keep or cause to be kept complete books of accounts showing the financial transactions and condition of the Town and all other accounts and records as may be prescribed by the Board of Selectmen, the General Statutes and the Town meeting.

## **ESSENTIAL JOB FUNCTIONS (CONTINUED)**

- ◆ Manages all administrative offices and employees, except as otherwise provided by law.
- ◆ Establishes purchasing procedures for the town, subject to such rules and regulations as may be prescribed by the Board of Selectmen and elsewhere in the Charter.
- ◆ Develops and annually updates a long-term capital improvement plan for the Town.
- ◆ Ensures the opportunity for competitive bidding under such rules and regulations, as the Board of Selectmen shall prescribe for all purchases. All sales of Town property shall be made at the direction of the First Selectman following the provisions prescribed by the Board of Selectmen.
- ◆ Contracts for public works and improvements. The Board of Selectmen shall establish written rules and regulations under which contracts shall be made and carried out for all public works and improvements.
- ◆ The First Selectman shall appoint, with the approval of the Board of Selectmen and in accordance with such provisions of the General Statutes, such administrative officers as are assigned to the First Selectman for appointment, and such other assistants or employees as may be required, subject to such rules and regulations as may be adopted pursuant to the provisions of the Charter. Such appointees may be removed by the First Selectman. Such action may be appealed to the Board of Selectmen, which will hold a hearing within thirty (30) days.
- ◆ Declares states of emergency, publishes such declaration by the most effective means available, and takes such action as shall be in the best interest of the Town; provided, that the Board of Selectmen shall meet as soon as possible to ratify such action and to take such further action as may be necessary.
- ◆ Designs and implements the management approach that will produce maximum practical productivity from the Town's resources.
- ◆ Reviews and with the Board of Selectmen approves all Town budgets and recommends a budget to the Board of Finance.
- ◆ Provides proper administration, guidance, surveillance and control to the various town authorities, boards, commissions and committees appointed by the Selectmen.
- ◆ Establishes and maintains an appropriate compensation program within the Town government.
- ◆ Regular attendance as required by the position.

## **OTHER JOB FUNCTIONS**

- ◆ Be directly responsible for the other duties which the General Statutes assign to the chief executive in the absence of such separate municipal appointive officials as police chief.
- ◆ Under the direction of the Board of Selectmen, appoints and removes members to such advisory committees as the First Selectman may wish to assist in carrying out the duties and responsibilities of his or her office. Such committees shall be subject to the provisions of Section 5-12 of the Charter and shall serve without compensation, and their authority shall be limited to assembling information and making recommendations, within the limits prescribed by the Board.
- ◆ Provides proper surveillance of all Town related activities under the control of elected officials.

**OTHER JOB FUNCTIONS (CONTINUED)**

- ◆ Provides proper administration, guidance, surveillance and control over various Town departments.
- ◆ Maintain effective relationships with unions and non-union employees consistent with contracts and Town policy.
- ◆ Coordinates activities between Federal, State, regional and Ridgefield governments.
- ◆ Other duties as assigned.

**PHYSICAL REQUIREMENTS**

Normal office environment with typical business equipment; ability to operate a computer; ability to interface and problem-solve with the public.

**EXPERIENCE/QUALIFICATIONS**

- ◆ Elected position.

