

JOB DESCRIPTION TOWN MANAGER

Definition and Description

This position works under the direction of the Mayor and Town Council. The Town Manager will act as Office Manager and supervise the Town Employees under the direct supervision of the Mayor and Council as a whole. Assumes responsibility for the planning, organization, direction and coordination of the day to day operations of the Town. Duties include fiscal oversight of the Town's budget and expenditures, water and sewer utility operations including revenue and rate projections, and Public Works operations including road and property maintenance and snow removal.

Education and Experience

- 1) Bachelor's degree in Business Administration, Public Administration or Business Management**
- 2) Six years experience in progressively responsible positions, including knowledge in government**

**** A comparable amount of related training or experience may be substituted for these qualifications.**

Duties and responsibilities:

1. Organization Relationship

- a. Supervisor - Supervises the staff comprised of Town Secretary/Receptionist, Town Clerk/Treasurer and Public Works staff.**
- b. Coordinator – Coordinates activities and provide general management to all staff to insure that all operations of the Town are working in a unified direction with minimum expenditures of time and funds in accordance with budget authorization.**
- c. Linking Pin – Serves as a linking pin between the Council and employees to insure that communication is accomplished in an orderly, two-way fashion.**

2. Administrative Functions

- a. Public Information – Informs the citizens and the community on municipal affairs by providing accurate and complete information on the State of the Town and matters affecting it.**

- b. **Citizen Response** – Serves the best interest of all the Town’s residents by responding to citizen’s requests and resolving citizen complaints.
- c. **Policy Formulation** – Assists the Town Council in the policy formation process by submitting policy proposals and by providing advice and information on policy matters as a basis for Council decisions
- d. **Policy Implementation** – Ensures implementation of Council policy decisions in an efficient and expeditious manner. To work directly with the Town Attorney to insure that policy decisions and administrative actions are in compliance with legal requirements.
- e. **External Responsibilities** – Represents the position of the Town, as established by the Council, to other governments and organizations. To establish external relationships which draw upon the expertise and experience of other governments and organizations to more readily resolve Town problems.
- f. **Public Meetings** – Prepares the agendas for the Town Council and Work Session meetings, as well as, attending those meetings. Town Manager should also provide weekly updates to the Mayor and Council regarding Town projects, budget, complaints, etc.

3. **Financial Functions**

- a. **Accounting System** – Works with the Town Clerk/Treasurer to establish and maintain a general accounting system in accordance with generally accepted accounting practices.
- b. **Budget** – Prepares an annual budget for the Mayor and Town Council with assistance from the Town Clerk/Treasurer and to be approved by the Town Council that sets expenditure limitations and identifies anticipated revenues to cover these expenditures.
- c. **Financial responsibilities** – To minimize expenditures, maximize revenues and maximize financial information. To oversee the functions of the Town Treasurer. To supervise the collection of all monies owed to the Town and the payment of all legitimate obligations.

4. Other Duties

- a. Perform any other work as assigned by the Mayor and Town Council as a whole.**
- b. The Town Manager may be required to devote time outside normal office hours for the purpose of Town business. In the event that the Town Manager shall be required to devote time outside normal office hours to business required by the Town, he or she shall be permitted to adjust their normal office hours to accommodate the amount of time spent.**
- c. The Town Manager will be reimbursed for mileage expenses pertaining to attending functions required by the Town, however; not including the Monthly Town Council and Work Session meetings. Those meetings will require normal hour adjustments.**