

## TOWN MANAGER

### **Position Purpose**

The purpose of this position is to perform complex professional and management work in providing daily control over ongoing town activities as well as assisting the Board of Selectmen to discharge the duties of the office. Responsible for the supervision and direction of town departments, committees, and offices. Prepares and manages the capital plan and annual operating budget. Performs all other related work as required.

### **Supervision**

*Supervision Scope:* Performs complex and highly responsible duties, requiring the exercise of a high level of independent judgment in providing professional advice to the Board of Selectmen and town officials, departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements related to the administration and operation of the town.

*Supervision Received:* Works under the policy direction of the Board of Selectmen with considerable latitude for independent judgment and initiative. Assumes responsibility for developing and achieving town-wide goals and objectives. Questions are referred to supervisor only when clarification of town policy is needed.

*Supervision Given:* Oversees the operation of all departments under the jurisdiction of the Board of Selectmen; directly supervises department heads, administrative and office staff; supervises part-time and seasonal employees.

### **Job Environment**

Most work is performed in office conditions; regular schedule requires attendance at two or three evening meetings per week; additional time is required to prepare for meetings and other events.

Operates an automobile, computer, telephone, and other standard office equipment.

Performance of duties requires regular contact with town residents, town employees, state and federal officials, business and community organizations, consultants, and vendors.

The employee has access to all town-wide confidential information, including bid proposals, personnel records, collective bargaining and other negotiating positions and agreements, and legal proceedings.

Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services, and result in monetary loss and legal repercussions.

## **Essential Functions**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

As Town Manager, has charge, control, and supervision of the following departments and services, subject to the direction of the Board of Selectmen and local ordinances: police and fire departments; the municipal water system; construction and maintenance of all town buildings, roads, sidewalks, and bridges; purchase of supplies; sewers and drainage; street and bridge lighting; parks, commons, and the recreational area; entering into and overseeing performance of all contracts; welfare, and other duties assigned by the Board of Selectmen.

Serves as liaison between the Board of Selectmen and all department heads under their control.

Administers the Selectmen's Office by receiving and making appropriate disposition of all correspondence and communications. In conjunction with the Chairperson of the Board, makes all procedural and substantive preparation for the meetings of the Board. Anticipates the needs of the Board for information and background material for setting policy and decisions made by the Board. Ascertains that all decisions of the Board are carried out.

Responsible for all aspects of the employee hiring and compensation process, in accordance with State law, local ordinances, and policies of the Board of Selectmen; administers personnel policies, compensation programs and employee benefit programs; negotiates collective bargaining agreements. Responsible for the preparation and completion of written performance evaluations on employees under his/her direct supervision.

Organizes departments as the Board of Selectmen determine. He/she shall appoint and remove officers and employees under the Town Manager's jurisdiction.

Responsible for fiscal management and capital planning for the town, including preparation of the annual budget and capital improvement plan; approves warrants for payment of funds.

Responsible for administration of town insurance policies, including settlement of claims.

Responsible for operational and strategic planning.

Attends meetings of the Board of Selectmen and other town committee meetings as required.

Keeps complete records of the office, including submitting to the Board of Selectmen a detailed report on revenues and expenditures and making a summary of all reports for publication annually or more often at the request of the Board of Selectmen.

Keeps the Board of Selectmen fully advised as to the needs of the Town.

Examines operations of any department and conduct of any employee under the Town Manager's control.

Informs the Board and any other appropriate boards/committees of all relevant statutory and regulatory changes.

Works with town boards and commissions in an advisory capacity; provides reports on various town projects; works with regional and state agencies.

Ensures that projects and programs are effectively coordinated by supervising the projects and programs, ensuring that communications are defined amongst officials and employees involved, and reporting to Selectmen on problems encountered.

Assists the Board and departments under their control with contracted services, including preparing bid specifications, analyzing bids, and acting as contract administrator.

Responsible for the preparation of the Annual Town Report.

Assists the Board of Selectmen in all aspects of collective bargaining.

Serves as Chief Purchasing Officer; authorizes all purchases.

Performs similar or related work as required.

### **Recommended Minimum Qualifications**

#### **Education, Training and Experience:**

Master's degree in public administration or related field; five years of increasingly responsible experience in municipal administration including two years of supervisory experience; or any equivalent combination of education and experience.

#### **Special Requirements:**

Valid driver's license

ICMA Credentialed Manager helpful

#### **Knowledge, Ability and Skill:**

*Knowledge:* Extensive knowledge of local government operations, administration and management practices and procedures; knowledge of the application of State and federal laws and policies which affect local government, including purchasing; knowledge of fiscal management and planning and human resources management, including collective bargaining.

*Ability:* Ability to plan, organize and direct the preparation of reports, analyze problems, and formulate recommendations. Ability to speak and write effectively. Ability to establish and

maintain effective working relationships with all town employees, board/committee members, officials and the general public. Ability to recognize town-wide priorities and work cooperatively to support their accomplishment. Ability to conceptualize and put into operation department and town-wide goals and objectives. Ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure.

*Skill:* Excellent fiscal skills. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial, organizational and communication skills. Imagination, innovation and judgment relating to planning and achieving town-wide goals. Basic skill in utilizing contemporary office applications for word processing, database, spreadsheet, presentation, and internet use.

Physical Requirements:

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Minimal physical effort is generally required to perform duties; the employee is required to walk, sit, speak and hear, and use hands to operate equipment. Vision requirements include the ability to read and analyze documents and use a computer. Ability to operate a motor vehicle.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)*