

Town of Rich Creek

POSITION DESCRIPTION

POSITION TITLE: TOWN MANAGER
DEPARTMENT: ADMINISTRATION
REPORTS TO: MAYOR & COUNCIL
CLASSIFICATION: FLL EXEMPT

GENERAL PURPOSE:

Under the direction and authority of the Mayor and Town Council, acts as the chief administrative officer (CAO) of the Town for day-to-day operations. Directs, administers, and coordinates the activities and functions of the various Town offices, departments, and boards in implementing the requirements of Town ordinances and the policies of the Town Council.

SUPERVISION RECEIVED:

Works under the general direction of the Mayor and Town Council.

SUPERVISION EXERCISED:

The Town Manager supervises all personnel of the Town of Rich Creek.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Assures the effective and efficient utilization of Town employees, funds, materials, facilities and time. Directs and controls the overall operations of the Town to assure optimum services to the community. Represents the Town to the community, state legislature, congress and other governmental agencies. Interacts directly with elected officials to ensure the smooth and efficient running of the Town organization and the handling of important issues and concerns of a highly political nature. The incumbent works under the stresses of a highly sensitive and responsible position and environment. On a day-to-day basis, this position has the full responsibility to see that all functions of the Town are carried out efficiently and effectively.

Assures the development of short and long term plans to meet the goals and objectives of the Town; directs the development of Town operation and presents policy recommendations to the Town Council regarding all aspects of Town programs and services; implements the policies established by the Town Council.

Assures efficient and responsible Town operations by providing managerial leadership and direction; designs and maintains organizational structure, establishes major operational objectives, monitors progress and takes necessary corrective action; assigns project and program responsibilities to department heads and works with them in developing administrative and departmental goals.

Assures Town participation in intergovernmental and inter-community groups and takes an active role in representing the Town; may serve as board member on intergovernmental agencies, committees and commissions.

Provides for citizen awareness of Town goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.

Chairs a committee, that reviews and approves or disapproves the hiring, termination or changes in status of employment and salaries for Town employees; oversees labor relations function of the Town and recommends bargaining guidelines and settlements to the Mayor and Town Council.

Oversees preparation of the agenda for Town Council meetings, consulting with the department heads as needed to identify appropriate issues to include on the agenda; reviews and approves staff reports and recommendations.

Provides primary interface with Town Council and Town staff; keeps the Town Council informed of Town program activities and events affecting Town services.

Oversees preparation of the Town's annual operating budget; establishes administrative objectives for the budget and identifies budgetary constraints; evaluates budget proposals submitted by department heads, develops final budget recommendations for consideration by the Mayor and Town Council, and makes oral presentations at budget hearings regarding specific budget proposals.

Monitors the Town's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the Town Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plans and prepares data for grants and funded programs; establishes and maintains intergovernmental coordination related to available funding.

Oversees the Town's intergovernmental relations function representing the Town with federal, state, county and regional agencies; advocates Town positions on proposed legislation and program regulations and reviewing grant applications prepared by Town staff.

Recommends appointment of department heads to Mayor, subject to the concurrence of the Town Council, and evaluates employees performance.

Manages the contract(s) for legal services, planning, and engineering for the Town.

PERIPHERAL DUTIES:

Meets with a wide variety of civic and business leaders and community groups regarding their concerns, program priorities, and Town services.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration or related field, or five years of progressively responsible management experience in public administration; Master's degree in public administration or related field is desirable; or any combination of education and experience, which would provide the applicant with the desired skills, knowledge, and ability, required to perform the job.

Necessary Knowledge, Skills, and Abilities:

Comprehensive knowledge of the principles and practices of municipal government management.

Thorough knowledge of effective managerial principles, practices and methods.

Thorough knowledge of organization, with regard to carrying out complex, multi-faceted services, including budgeting processes.

Considerable knowledge of short- and long-range planning processes.

Ability to communicate both orally and in writing, including public speaking and presentation skills.

Ability to develop and monitor work procedures and budget guidelines.

Ability to establish and maintain effective working relationships with the Town Council, elected officials, government agencies, other employees, and the general public.

Ability to develop, organize, and direct comprehensive town wide goals, objectives, and administrative operations.

Licensing and Other Requirements:

Must be bondable. Must have a current State driver's license or evidence of equivalent mobility. Must be available to attend council meetings and participate in

