

TOWN MANAGER

General Statement of Duties

Performs management, professional, and administrative duties as the Chief Administrative Officer (CEO) for the Town.

Distinguishing Features of the Class

An employee in this class manages, directs, supervises, and implements the goals and objectives of the Town Council as determined by the citizens. Services provided are accomplished through supervisory levels and employees who handle daily operational details. Duties include short and long range planning, budgetary direction and guidance, capital improvement planning, and working closely with the Council on major initiatives and priorities. The employee must utilize independent judgment and initiative in planning and directing the fiscal control system and personnel systems and providing guidance to the Council in administrative matters. Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina Statutes. On site inspections may expose the Manager to inside and outside work environments, extreme temperatures, and to oils, dust, grease, fumes, vibrations, and noise. Work is performed under the direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

Duties and Responsibilities

Essential Duties and Tasks

Manages and supervises the supervisors and employees in Town government; works with them to establish long and short range goals and assure effectiveness and efficiency of services provided.

Coordinates and works with the Mayor and Council on planning and policy development for Town services; develops agendas for Council meetings; and assures resources and supporting documentation for actions present.

Serves as budget officer for the Town; balances budget, seeks innovative and creative methods of financing, and makes professional and reasonable recommendations for expenditures of Town's funds; assures proper and timely investment of Town's funds.

Provides professional and technical advice to Council on policy, planning, and legal matters; researches and makes recommendations to Council on programs, services, and initiatives.

Meets with and speaks with community groups, citizens, and other public agencies (State, EPA, State Treasurer, etc.) about specific programs, services, policies, and other issues as needed.

Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State transportation, county, neighboring cities and towns, etc.).

Demonstrates leadership and sound decisionmaking skills in emergency and controversial situations.

Serves as Town planner and zoning administrator.

Makes on site inspections of department, capital projects, or other special situations.

Submits periodic progress reports, financial statements and other reports to the Town Council.

Additional Job Duties

Responds to numerous questions regarding many phases of government operations from both staff and general public.

Performs special projects and does research for Council information.

Performs related duties as required.

Recruitment and Selection Guidelines

Knowledges, Skills, and Abilities

Considerable knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Town Manager, Town Council, and other public officials.

Considerable knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.

Considerable knowledge of the principles and practices of public finance administration, including principles and practices of municipal accounting.

Considerable knowledge of laws, policies, and current practices in a variety of phases of municipal administration including budget, personnel, purchasing, utilities, planning and other functional areas.

Ability to plan, project, and determine priorities for service delivery to citizens.

Ability to exercise sound judgement in making decisions in conformance with laws, regulations, and policies.

Ability to manage, direct, monitor, and evaluate supervisors and other employees.

Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Council, elected and appointed officials, community groups, employees, and the general public.

Ability to communicate effectively in oral and written forms.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling lifting, fingering, grasping, feeling, talking, hearing, and repetitive motion.

Must be able to perform medium work exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift objects.

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Must possess the visual acuity to prepare and analyze data and figures, do extensive reading, operate a computer terminal, use measurement devices, operate a motor vehicle, and perform visual inspections.

Desirable Education and Experience

Graduation from a four year college or university with a major in public administration, business management, or related field and experience in a management level with a public sector organization, preferably in a municipal environment; or an equivalent combination of education and experience. Persons with a master's degree will be given priority consideration.

Special Requirements

Possession of a valid North Carolina driver's license.

Stantonsburg
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