

TOWN OF LAKE CITY

JOB DESCRIPTION

TOWN MANAGER

GENERAL PURPOSE

Provides a variety of routine and complex supervisory and administrative tasks in the administration of the Town government.

SUPERVISION RECEIVED

Works under the broad policy guidance of the Board of Trustees.

SUPERVISION EXERCISED

Exercises supervision over other town departments and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the Board and supervisors; makes presentations to Board and supervisors, other boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances; assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Sees that all laws and ordinances are faithfully performed.

Prepares and submits a preliminary annual Town budget. Administers the adopted budget of the Town.

Advises the Board of financial conditions and current and future Town needs.

Prepare surveys and other reports as directed.

Attends all meetings of the Board of Trustees at which the Board may require attendance.

PERIPHERAL DUTIES

Recommends for adoption by the Board such measures as the Town Manager may deem necessary or expedient.

Prepares and submits to the Board such reports as may be required by that body or as Town Manager may deem it advisable to submit.

May serve as the head of one or more departments of Town government.

Administers Town contracts.

Prepares and submits grant applications for various Town projects and administers the terms of related grant contracts.

Attend seminars and workshops related to Town Manager's duties and responsibilities.

Assists in the preparation of ordinances and resolutions as directed.

Accepts claims for damages and other legal papers served on the Town.

Serves as the Deputy Town Clerk.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a college or university with a bachelor's degree in business management, records management, public administration or a closely related field, and
- (B) Two(2)years of related experience; or
- (C) Any equivalent combination of education and progressively responsible experience, with additional work experience substituting for the required education on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- (A) Working knowledge of the principles and practices of modern public administration; Working knowledge of municipal finance, public works, and public safety; Extensive knowledge of office practices and procedures; Thorough knowledge of modern records management techniques, including legal requirements for recording, retention and disclosure;
- (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment;
- (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to efficiently and effectively administer a municipal government.
- (D) Ability to accurately record and maintain records; Ability to establish and maintain effective working relationships with employees, other departments, officials and the public; Ability to communicate effectively verbally and in writing; Ability to plan, organize and supervise clerical workers and assigned staff.

SPECIAL REQUIREMENTS

- (A) Must be bondable;
- (B) Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Typewriter, personal computer, including word processing, spreadsheet and data base software; calculator; phone; copy machine; fax machine.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The 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.