


JOB DESCRIPTION
Assistant Town Manager

Date of Last Revision: May, 2022

 WESTERLY Rhode Island	DEPARTMENT	Town Manager		
	REPORTS TO	Town Manager		
	FLSA STATUS	Exempt; Full-Time;		
	POSITION TYPE	Non-Union	PAY GRADE	

POSITION OVERVIEW

The Assistant Town Manager assumes the role and responsibilities of the Town Manager when he is unavailable. This position reports to and coordinates with the Town Manager daily, and the Town Council as needed. The Assistant Town Manager works with all Department Heads, administrative and union staff, as well as the Police Department, Fire Departments, Fire District Moderators, appointed Boards and Committees, and the School Department. The position requires representation of Municipal interests before local, regional, state and federal agencies. Professional interaction with the press and the public is expected. Special research and writing projects are assigned to this position. Confidentiality and the ability to handle sensitive information are mandatory.

ESSENTIAL JOB FUNCTIONS

- Work within a fragmented schedule
- Ability to work under general direction of the Town Manager and to work independently
- Management and supervision of long-term Department Heads
- Public speaking and public appearances
- Draft correspondence on behalf of Municipality
- Attending conferences representing Municipality
- Research projects
- Draft policy and position papers
- Participate in drafting Municipal budget
- Supervise long-term Department Heads
- Contract review and interpretation
- Participate in union contract negotiations
- Draft and work with Union - Local 808 Representative on MOA's
- Respond to Public Document requests
- Speak with reporters and respond to inquiries by local media representatives
- Issue press releases as needed
- Speak with state legislators concerning funding, need for special legislation, grant opportunities, etc.
- Contribute to Emergency Operations Plan protocols & updates
- Listen and respond to citizen complaints
- Work with building committees on Municipal projects
- Work with state utilities and RIDOT for Town improvements
- Fulfill Council Directives
- Work with key departments on code enforcement and ordinance revision
- Special projects as directed by the Town Manager

ADDITIONAL JOB FUNCTIONS

- Maintains professional memberships and continues training in organizations promoting continued education in government which includes attendance at related seminars, conferences, and institutions.
- Maintains safe working conditions and report any incidence which might conflict with the compliance of Town safety procedures and policies.
- Other duties and projects as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE of:

- Principle, practices, laws, town ordinances, regulations and procedures as they pertain to public administration.
- Town codes and ordinances.
- Open Meetings Act (OMA) and Freedom of Information Act (FOIA).

SKILLS in:

- Organizing and prioritizing work, exercising independent judgment, wisdom, and common sense within established procedures guidelines and rules.
- Interpersonal, verbal, and written communication for interaction with elected and appointed officials, employees, agencies, other governmental units, vendors and the public.

ABILITY to:

- Work hours beyond the regularly scheduled work week
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Understand and apply management principles concerning budgeting, personnel costs, and overtime expenses while providing all necessary and proper activities to the public.
- Utilize Microsoft Office Suite applications such as Microsoft Word, Outlook, Excel and other applicable software.
- Handle confidential material and information in an ethical and professional manner.
- Effectively communicate with, present information to, and respond to questions from Town officials and management, other government agencies, vendors, and the general public.
- Maintain a professional attitude and maintain punctuality and consistent attendance with advance notification of absences.
- Perform detailed work accurately and on time and initiate and maintain necessary follow-up.
- Prepare and submit clear, concise, and accurate reports either orally or in writing.
- Analyze situations quickly and objectively and to determine proper course of action.
- Function in a sometimes fast and ambiguous environment.
- Demonstrate good customer service skills with the ability to problem solve resident complaints.
- Utilize conflict resolution and negotiation skills.
- Work hours beyond the regularly scheduled work week to attend various commission, board and council meetings.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in Business, Public Administration, or closely related field.
- Prior management and/or direct supervisory experience necessary
- Minimum of five (5) years of progressively responsible supervisory and administrative experience.

LICENSES AND CERTIFICATIONS

- A valid driver's license.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS *including:*

- Working in an office environment with light to moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

PHYSICAL DEMANDS *including:*

- Sedentary office work although standing in work areas and walking between work areas may be required.
- Finger and hand dexterity to access, enter, and retrieve data using a computer keyboard or calculator, and to operate standard office equipment.
- Mobility to work in a standard office setting and use standard office equipment.
- Vision to read printed materials and a computer screen, make color distinctions, and have normal depth perception; ability to smell fumes like odorous gas; and hearing and speech to communicate in person, before groups, and over the telephone.
- Occasionally bending, stooping, kneeling, reaching, pushing, and pulling drawers open and closed to retrieve and file information.
- Ability to lift, carry, push, and pull materials and objects weighing up to thirty (30) pounds.

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.