


JOB DESCRIPTION
Town Manager

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

POSITION OVERVIEW

The Town Manager is responsible to the Council for the administration of all Town affairs placed in his/her charge by or under the Town Charter. Subject to Council approval, this position may also exercise and perform the powers and duties of one or more administrative officers instead of appointing some other person or persons to such posts. The Town Manager is also responsible for leading the development of management mission and strategic planning; coordinating the short and long-term plans of the organization; and developing, coordinating the approval process, implementing, and administering the Town's annual budget.

ESSENTIAL JOB FUNCTIONS

- Guides and directs a staff of support personnel, including making selection and disciplinary decisions, completing performance evaluations, and ensuring staff have adequate training and professional development opportunities, except as otherwise provided in the Charter.
- Appoints, suspends, removes all Town employees and appointive administrative officers provided for, by, or under the Charter, or authorize any administrative officer who is subject to the direction and supervision of this position to exercise these powers with respect to subordinates of that office.
- Plans, directs, coordinates and evaluates all activities of a municipal government, serving Town residents served by Town Staff departments.
- Executes and evaluates program activities
- Maintains progress reports of all departments through routine weekly staff meetings.
- Promotes the use of internal operating efficiencies, gaining maximum return for expenditures.
- Supervises annual budget submissions and preparation of annual capital improvement plan within the guidance established by the long-range development plan.
- Enforces and executes all laws, ordinances, provisions of the Charter, and acts and directives of the Council.
- Attends all Council meetings and shall have the right to take part in the discussion but may not vote.
- Prepares and submits to the Council and makes available to the public as of the end of the fiscal year, a complete report on the finances and administrative activities of the Town for the preceding year.
- Keeps the Council advised of the financial condition and future needs of the Town and make such recommendations concerning the affairs of the Town as deemed desirable.
- Makes reports to Council as they require concerning the operations of Town departments, offices, and agencies, subject to this position's direction and supervision.

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:

- Be available 24 hours, 7 days a 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.
- Minimum of eight (8) years of experience in public administration.
- 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.