

**CLASS TITLE: TOWN MANAGER**

DEPARTMENT: ADMINISTRATION

UPDATED DATE: December 21, 2020

**GENERAL PURPOSE:**

Performs high-level administrative, technical and professional work in directing and supervising the administration of Town government.

**SUPERVISION:**

Works at the pleasure of and under the guidance of the Maxton Board of Commissioners.

**SUPERVISION EXERCISED:**

Exercises supervision over all municipal employees either directly or through subordinate supervisors.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Manages and supervises all departments, agencies and offices of the Town 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. Works collaboratively with the Maxton Board of Commissioners to accomplish goals. Provides professional advice to the Town Council and department heads; makes presentations to councils, 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. Maintains and oversees all Town assets. 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; assign duties and examines work for exactness, neatness and conformance to policies and procedures. Maintains harmony among workers and resolves grievances. Performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes. Appoints, disciplines and removes all department heads, officers, and employees of the Town. 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 Town Council of financial conditions and current and future Town needs. Attends all meetings of the Council at which attendance may be required by the council and other duties as required.

**PERIPHERAL DUTIES:**

Recommends for adoption by the Council such measures as manager may deem necessary or expedient. Prepares and submits to the Council such reports as may be required by that body or as manager may deem advisable to submit. May serve as the head of one or more departments of Town government.

**DESIRED MINIMUM QUALIFICATIONS:**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying.

**Education and Experience:**

Bachelor's degree in public administration, political science, business management, finance or a closely related field. Prefer at least two (2) years of experience as a municipal administrator. Prefer Master's Degree in Public Administration or related field. Must have a valid driver's license.

**Necessary Knowledge, Skills and Abilities:**

Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development. Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees. Town officials and the public ability to efficiently and effectively administer a municipal government.

**SPECIAL REQUIREMENTS:**

Must be bondable.

**TOOLS AND EQUIPMENT USED:**

Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

**PHYSICAL DEMANDS:**

The physical demands described herein 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. The employee is occasionally required to walk, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.