

TOWN MANAGER
FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs complex professional and administrative work directing programs and operations of the town government; does related work as required. Work is performed under general supervision. Supervision is exercised over appropriate town staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing and coordinating the overall operation of the town government; serving as chief administrative and operating officer; ensuring proper operations, staffing and budgeting; advising and assisting the Town Council on operations and governance.
(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- ▶ Serves as chief administrative officer of the Town.
- ▶ Serves as zoning administrator of the Town.
- ▶ Serves as Virginia Retirement Administrator (VRS) of Town.
- ▶ Prepares and presents the annual budget to Council.
- ▶ Administers approved operating budget.
- ▶ Meets and confers with department heads concerning issues affecting the Town.
- ▶ Develops and reviews research position papers and memoranda and makes recommendations to the Council concerning the overall management of the Town.
- ▶ Identifies needs and develops strategies to meet short and long-range goals affecting the Town.
- ▶ Attends and participates in Town Council meetings and numerous other committee or council meetings and public hearings, advising and providing necessary information.
- ▶ Reviews and prepares written reports and recommendations for the Town Council.
- ▶ Supports the work functions of all committees, boards and task forces appointed by the Mayor / Town Council.
- ▶ Makes recommendations on various Town matters for consideration and possible action by the Council.
- ▶ Carries out all policies and instructions in a manner consistent with Federal, State and local regulations.
- ▶ Executes and enforces all resolutions, State laws and orders under the jurisdiction of the Council.
- ▶ Oversees Town personnel and financial management functions.
- ▶ Represents the Council at meetings and conferences as directed.
- ▶ Performs liaison activities to other local, State and Federal agencies and organizations.
- ▶ Receives and answers or responds to telephone complaints or inquiries.
- ▶ Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a town government; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, Mayor, Town Council and the general public; ability to plan and direct the work of the Town workforce.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration and extensive experience in an administrative capacity in local government.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.