

TOWN OF BROWNVILLE

JOB DESCRIPTION

Position Title: Town Manager

FLSA: Exempt

Department: Administration

Classification: Full-Time

Reports to: Board of Selectpersons

Revised: May 2022

POSITION SUMMARY

Responsible for the overall administration of Town affairs including financial management, personnel management, policy administration, planning and direction. Provides positive interactions with taxpayers, regulators, Town Officials, vendors and the general public on all issues related to the management of the Town of Brownville

GENERAL RESPONSIBILITIES -ALL EMPLOYEES

- ✧ Communicates with the Board of Selectpersons, staff, town officials and the public in a courteous and positive manner.
- ✧ Adheres to the policies set forth in the Employee Handbook
- ✧ Arrives on time and prepared for the work day
- ✧ Maintains a clean and organized workspace (including all buildings and vehicles).
- ✧ Demonstrates cooperation and adaptability while interacting with all team members
- ✧ Is approachable and responsive to ideas and feedback
- ✧ Actively contributes as a team member when completing tasks, projects or meeting goals
- ✧ Able to work independently with minimal direction
- ✧ Interacts professionally with other agencies, departments, municipalities, vendors and customers
- ✧ Reports all injuries and accidents immediately to the Worker's Compensation carrier

POSITION SPECIFIC DUTIES & RESPONSIBILITIES

- ✧ Provides supervision and management to staff in all departments, offices, and agencies of the Town.
- ✧ Serves as the primary interface and liaison to the Town Selectpersons and other boards and committees of the Town. This includes research, reports, development of budgets, recommendations for changes/improvements to operations, maintenance of records and files, and general communication and problem solving.
- ✧ Serves as Town Treasurer or Deputy Treasurer, and oversees all financial operations.

Initials _____

- ✧ Serves as the General Assistance Administrator
- ✧ Serves as the Tax Collector or Deputy Tax Collector.
- ✧ Serves as the PIO (Public Information Officer) and oversees all Town media requests
- ✧ Serves as the primary contact for all citizen concerns / suggestions regarding Town services and operations.
- ✧ Coordinates the overall promotion and publicity for the Town
- ✧ Develops an awareness of Town issues, providing leadership and direction in seeking resolutions.
- ✧ Monitors grant opportunities, legislation and town management trends that may be relevant and/or valuable to the Town of Brownville. Takes appropriate action in response to this information.
- ✧ Administers all insurance issues and claims for the Town including periodic review of coverage and price, RFP preparation and bid review.
- ✧ Makes monthly reports to Board of Selectmen pertaining to the financial status of the Town.
- ✧ Annually prepares a proposed budget and work program for the Town.
- ✧ Contributes to the preparation of the annual report of the previous year's activities for presentation to the Board of Selectmen and citizens of Brownville.
- ✧ Is the Personnel Director for the Town, responsible for making recommendations to the Board of Selectpersons on the hiring and promoting of all employees. Charged with overseeing, evaluating, and disciplining of employees or establishes procedures for others to follow in such matters.
- ✧ Coordinates departmental activities, and set attainable goals for all municipal departments.
- ✧ Acts as purchasing agent for all municipal departments, and oversees the bid process on major purchases. Attends meetings of the Board of Selectmen, preparing its agendas, providing supporting documents and information pertinent to agenda items.
- ✧ Prepares federal and State grant requests and administers grant programs.
- ✧ Serves as a positive, contributing member of the Town Management team.
- ✧ Serves on Boards as assigned by the Board of Selectpersons to represent the interests of the Town.
- ✧ Other related duties as assigned and directed

DESIRED EDUCATION & EXPERIENCE

- ✧ Associates Degree in Public Administration or equivalent
- ✧ A minimum of three to five years of municipal government experience.

- ✧ Proven management skills in a small to medium-sized office.
- ✧ Extensive knowledge of State statutes as they relate to towns and municipalities.
- ✧ Knowledge of municipal finances and budgetary processes including fund and asset management.
- ✧ Experience in the supervision of a wide variety of staff members.

REQUIREMENTS

- ✧ Proven customer service skills Employee must be goal-minded and possess a self-starting drive to get things done, frequently through other people.
- ✧ Employee must be positive and direct in striving to achieve results, but must at times be able to motivate others to act through persuasiveness and the generation of enthusiasm.
- ✧ Ability to act independently and without precedent in the face of problems.
- ✧ Ability to handle and prioritize a wide range of objectives and tasks.
- ✧ Extensive knowledge of Human Resources and/or Management
- ✧ Excellent oral and written communication skills, with the ability to enforce regulations firmly, tactfully, and impartially.
- ✧ Attention to detail; proven organizational skills.
- ✧ Strong understanding of office computer systems and software, especially municipal software.
- ✧ The ability to work well with a variety of constituents, regulators, and customers.

ACKNOWLEDGEMENT

I have reviewed the above job description and understand the duties and responsibilities assigned to me. I am able to perform the essential functions as outlined, and I have discussed any questions I may have about this job description, with a supervisor, prior to signing this form. I understand I may ask for a copy of my signed job description at any time.

Dated _____

Employee's Signature

Printed Name

Initials _____