

Town of Shelburne

Position Description

TOWN MANAGER

BASIC FUNCTION

To manage and administer all functions, services and activities for the Town government, in accordance with the provisions of the State Statutes and under the direction of the Town Selectboard.

CHARACTERISTIC DUTIES & RESPONSIBILITIES

- Plan, implement, oversee/administer, coordinate, monitor, and evaluate the specific functions, services, and operating systems of Town government. Develop and modify facilities/services/systems, in accordance with Town needs and resources, and state and federal laws and regulations.
- Exercise full supervisory authority directly over all Town department heads. except the Library Director who is supervised by the elected Library Board of Trustees.
- Exercise full supervisory authority of administrative office personnel, and indirectly over all full-time Town employees. Plan and conduct training programs and staff meetings. Confer regularly with department heads and staff to plan and coordinate activities, assign and review work, assist with difficult or unusual tasks, resolve problems, and the like.
- Monitor all Town functions, projects, and operations regularly, and deal with a variety of problems that arise daily.
- Coordinate/carry out the preparation and administration of the annual Town operating budget, as well as capital budgets. Oversee/carry out investment and borrowing functions including preparation of financial statements. Oversee Town accounting systems. Oversee execution of budget and ensure the programs and services the budget supports are effectively provided in as an efficient and cost-effective manner as possible.
- Oversee/carry out all central personnel management functions, including recruitment and hiring, benefits, wage and salary administration, training, employee relations and appeals, records, and policies and procedures.
- Plan, oversee and coordinate various capital improvement projects.
- Oversee and assist with the management of public works operations, including planning road work schedules and major purchases.
- Oversee all community and economic development activities and zoning functions and activities, including preparation of grant applications and grant administration.
- Research, develop, draft, recommend, rewrite, implement, and enforce a wide range of Town operating policies and procedures.
- Attend most Selectboard meetings, present various plans, proposals and issues to the Board for review, and perform a wide range of liaison functions with the Board.
- Oversee preparation of the Town annual report.

- Coordinate legal review of cases and policies/procedures with the Town's legal counsel.
- Confer regularly with Town officials, department heads and personnel to plan, coordinate and evaluate activities/projects/policies/systems, exchange information, explain and interpret policies and procedures, investigate and resolve problems, hear complaints, and the like. Serve on and/or head a variety of Town committees.
- Develop recommendations on policy matters for consideration by the Board.
- Serve as a principal Town liaison with the media, community groups, residents, government agencies, other municipalities, contractors, consultants, attorneys, elected officials and others outside Town government.
- Keep abreast of, and apprise Town officials regarding the implications of, a wide range of technical and legal developments affecting Town government.
- Facilitate cooperation between the elected selectboard.

SUPERVISION RECEIVED

General direction is received from the Town Selectboard.

SUPERVISION EXERCISED

Administrative and functional supervision, direct and indirect, of all Town employees (except elected officials).

QUALIFICATIONS

The successful candidate will have a minimum of a bachelor's degree from an accredited college in public or business administration along with 4 to 6 years of relevant financial and managerial experience or an equivalent combination of experience and training. Some municipal experience in an administrative or managerial capacity may be helpful.

- Broad base of technical knowledge and skills related to municipal government operations, including public works and engineering, community relations, relevant state and federal law, development grants, and so forth.
- technical knowledge and skills related to budget and personnel management. Relevant experience with computerized management information systems.
- Excellent planning, organizational, administrative, personnel and budget management skills.
- Strong analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Ability to deal effectively with and represent the Town to a wide range of individuals and groups outside Town government, as well as Town officials and personnel, frequently

regarding highly sensitive and/or controversial matters. Good public relations, negotiating, and coordinating skills.

Adopted: