

TOWN MANAGER JOB DESCRIPTION

The Town Manager, under the direct supervision of the Town Council (Council) and the Utility Service Board (USB), is the administrative head of the Town, and is primarily responsible for running the day-to-day business of the Town. The Town Manager attends all meetings of the Council and USB, and acts as a liaison for the Council before other governmental units, contractors, and the public at large.

RESPONSIBILITIES:

1. Conduct duties in accordance with Indiana statutes and the direction of the Council and the USB.
2. General Operations
 - a. Prepare agenda's and attend Town Council and Utility Service Board Meetings.
 - b. Prepare bi-monthly reports for the Council and USB with the assistance of each Department Head and other staff as needed to apprise the Town into the status of current operations and other business
 - c. Recommend service and policy updates to the Council and USB for action and implementation.
3. Manage Town Staff to maintain efficiency:
 - a. Direct supervisory authority over Town employees'.
 - b. Coordinate with the head of each department to set and monitor attainable goals.
 - c. Coordinate with the head of each department to create and maintain planning documents, maintenance schedules, annual budgets, staffing needs, and general management assistance.
 - d. Assist the Council to hire, evaluate, promote and discipline employees.
4. Coordinate with other support agencies: Fire Department, Police Department, Park Board, EMS, etc. and keep the Council informed of important developments within each agency.
5. Public Relations
 - a. Investigate questions and complaints from the public with: the Town Attorney, the Town Resource Officer, the Allen County Department of Planning Services and other resources as needed regarding the enforcement of Town Ordinances.
 - b. Maintain contact with Business Owners and citizens on behalf of the Town Council and the USB.
6. ADA Coordinator.
7. Title VI Coordinator.
8. Employee in Responsible Charge (ERC) to the Indiana Department of Transportation as required to receive federal money.
9. Infrastructure Development
 - a. Work with the Town Engineer regarding the oversight of construction projects.
 - b. Oversee other contracts on behalf of the Town.

10. Planning and Compliance
 - a. Assist the Council to develop and maintain the Town's Strategic Plan
 - b. Assist the Council to develop and maintain the Town's Comprehensive Plan.
 - c. Keep the Town Council and USB apprised of developments at the state and federal level that impact the Town as well as monitor pending legislation and compliance with new legislation.
11. Grants
 - a. Research and prepare federal and state grant requests, and administer the grant programs to support the Town's strategic plan and long-term goals.
12. Economic Development
 - a. Assist the Town Council and USB to create an economic development plan, establish goals and implement strategies that benefit the community.
13. Purchasing
 - a. Assist the Council and the USB to prepare and implement a purchasing policy for the Town.
 - b. Assist the Council and USB to develop and implement a long-term capital plan that schedules needed purchases from year to year.

MINIMUM QUALIFICATIONS:

1. Experience as a supervisor. Experience in local government management a plus.
2. Working knowledge of budgeting.
3. Working knowledge of sewer operations, water operations, road maintenance, and infrastructure problems is a plus.
4. Computer skills preferred include a background in MS Word, PowerPoint and Excel; Adobe PDF file creation; website management software and financial accounting software is a plus.
5. Ability to speak in public, and experience with making public presentations.
6. Ability to communicate professionally both verbally and in writing.
7. Good organizational skills.
8. Experience with personnel conflict resolution.
9. Working knowledge of grants and funding opportunities is a plus.
10. Possess a valid driver's license.
11. Not be convicted of a felony.
12. Practice good hygiene.
13. Be Dependable
14. Live within 20 miles of the Town corporate boundary.

SALARY RANGE: \$58,000 to \$65,000 Annually