

**BRUNSWICK TOWN COUNCIL**

**Workshop Agenda**

**February 10, 2014**

**To Follow the Special Meeting**

**7:00 p.m.**

**Morrell Meeting Room**

**Curtis Memorial Library**

**23 Pleasant Street**

**Agenda for First Town Manager's Search**

- I. Public comments, if any
- II. Review proposals for consultants
  - A) Solicit more?
  - B) Interview?
  - C) Choose now?
- III. Roles of other groups
  - A) Citizen involvement
  - B) Staff involvement
  - C) School Board/Department involvement
- IV. Job description to be used?
  - A) Related descriptions of town
    - 1) Budget
    - 2) Number employees/union/nonunion
    - 3) Number of departments
    - 4) Form of government?
  - B) Compensation package parameters
- V. Calendar

# Memo Regarding Summary of Process Last Time

# **Town Manager Hiring Process Summary/2009**

**What follows is a summation of the Town Manager Hiring Process (2009). This has been compiled for historical purposes in the hopes of assisting a future Town Council in the hiring of the Town Manager.**

The following includes important considerations that should be explored for a future process. It should be noted for the purposes of this record that future State Laws, Ordinances, policies and practices in calendar year 2009 will most likely not be the same for a future Manager hire and should be highly considered and explored at that future time.

## **Important Considerations for Hiring Process:**

- State Laws
- Town Charter/Ordinance
- Town of Brunswick Personnel Policy
- Employment Contract (Sample attached)
  - o Probationary period vs. not?
- Internal process or utilize external organization/consultant?
- Consider potential candidates for process; any internal interest?
- Area considerations at time of process

## **Hiring Outline:**

- Brunswick Town Council to establish realistic timeline for hire of new Town Manager.
  - o Consider realistic timelines and maintain these during process.
  - o Consider scheduling process workshops in advance to maintain timeline.
- Establish Town Council Goals for the Town Manager position
  - o Consider the Town Manager job description; are revisions needed? If so, position description to be revised accordingly pursuant to Council outcome.
  - o What are the important issues in Brunswick at that time? What makes Brunswick special and unique? Is a Community profile needed?
  - o Town Council to define their ideal hire (i.e. skills, abilities, experience, etc.)
    - Will Department Heads be polled for this as well?
  - o Town Council to discuss how much information will be known by the public at the various steps of the process. (I.e. Only release finalist names to the press at the point of the final stage).
- Town Council to decide whether to utilize internal resources for the hiring process, or collect RFPs from external organizations/consultants for the process.
  - o What are budget considerations for an external organization/consultant?
  - o Consider whether there could be internal interest.
  - o Should an external organization/consultant be utilized, consider the usage of assessments and what role these will take. Also consider what is available for assessment resources and what each specifically measure.

- Consider participants in the process (where/when). For instance, will citizen involvement take place? Will employee involvement occur?
  - o Should either citizens or employees become part of the process, consider the usage of a confidentiality agreement for all parties involved, including Town Council members.
  - o Establish and maintain a clear direction for the involvement of any groups (citizen, employees, etc.) and maintain consistency through the process.
  - o Utilize consistent interview questions for all interviewing parties to maintain consistency for all interview processes.
- Advertising Job Posting
  - o Length of posting (suggested time: one month)
  - o **For the 2009 hiring process, advertisements included: Town of Brunswick website; TV3; JobsinMe.com; Maine Municipal Association website; MRI**
- Interviews: How many tiers? Who and Where? (Sub-committee/Town Council)
  - o Suggest pre-meeting with Town Attorney to discuss liability
  - o NOTE: Important to not utilize e-mail for any candidate discussions or questions (Freedom of Information Act)
- Background checks – at what point will these initiate?
  - o Leading candidate to sign pertinent releases prior to background check initiation.
  - o Initial screen (Google/public information) versus in-depth
  - o Final candidates to undergo thorough background checks to include any of the following: Driver History, Criminal, Credit, References, etc.
- Final hire
  - o Contract contents
  - o Probationary period versus non?

Rev: 12/2009

# Brunswick Town Manager's Job Description

# **TOWN MANAGER POSITION SPECIFICATION**

## **MAJOR AREAS OF RESPONSIBILITY**

Directs town administration and operations in accordance with sound municipal management principles, town ordinance, and applicable state and federal laws.

Advises the Town Council on technical issues regarding budget, funding, policy and procedural issues. Ensures that the policies and directives of the Council are enacted in an efficient, effective and timely manner.

Assists the Council to develop and formulate long-range objectives and programs and by proactive efforts to anticipate and address future needs.

Serves as leader and role model to subordinate Town employees to motivate and integrate their needs with the needs of the organization. Contributes to the effective administration of Town government by fostering an attitude among staff that encourages cooperation, coordination of efforts, efficient use of resources and a service orientation to the citizenry. Ensures the establishment of programs designed to maintain positive employee relations.

Serves as resource of vital information by seeking and receiving relevant data, and disseminating it to officials, departments and citizenry as needed.

Responsible for conflict management within the Town administration, by responding to problems and opportunities to take action, by planning for constructive change as required, and by allocating resources to various uses within the Town.

Directs the formulation and implementation of the Town budget and capital improvement programs, by establishing controls, identifying funding sources and directing the administration of grants programs that will ensure the financial integrity of the Town.

## **PEER RELATIONSHIPS**

While the Town Manager has no organizational peers, s/he works closely with the Town Council; department heads; the Town Attorney; officials of the State of Maine, the Maine Municipal Association, Brunswick School Department, Brunswick-Topsham Water District and Brunswick Sewer District; as well as officials from neighboring communities such as Bath, Topsham and Freeport. Along with the Council Chairperson and Council members, s/he is a representative of the Town with citizen groups, the business community, the media, other public agency executives, the Brunswick Naval Air Station and Bowdoin College.

The Town Manager represents the Town with various advisory boards and commissions, but primarily with the library board, the Military Community Council, the 55+ Center Board of

Trustees, the Industrial Development Commission, civic and professional organizations. S/he also serves as principal coordinator for intergovernmental relations.

### **SUPERVISORY RESPONSIBILITY**

The Town Manager directly supervises the Administrative Assistant/Personnel Director, Executive Secretary, and department directors of Finance, Codes Enforcement, Planning, Welfare, Police, Fire, and Public Works. S/he shares supervisory responsibilities of the Department of Parks and Recreation with the Recreation Commission. The Town Manager also works closely with the Assessor and Town Clerk, who are appointed by Council; and the Town Attorney, who is contractually appointed by the Council for annual terms.

### **EXPERIENCE DESIRED**

Five to seven years senior level management experience as a town or city manager in a progressive, high growth community. Public sector experience is mandatory with a demonstrated background of working with a Council, citizens' committees and advisory boards.

Demonstrated ability to negotiate and develop a team approach to problem solving with staff, to develop harmony with a diverse political climate, and to guide groups into successful consensus decisions.

The individual will also have experience in taking an active role in community relations, and must be willing to devote the time to establish a positive presence for Town government with various organizations. Of particular importance is experience in the following areas:

- Financial/budget management
- Strategic planning
- Community development
- Economic development
- Employee/labor relations
- Community relations
- Team building and conflict resolution

### **DESIRED EDUCATION**

A combination of education, formal training and experience which demonstrates an ability to perform the duties and responsibilities as outlined in this specification will be required. It is expected the successful candidate will hold a bachelor's degree in business or public administration, and a master's degree in public administration or public policy.

## **PERSONAL CHARACTERISTICS**

The manager must be capable of assuming the role of technical advisor and administrator, while remaining mindful that the council is the policy-setting body. The individual should be sensitive to political realities, but non-partisan in approach. The new manager will have a high energy level, and comfortable performing multifaceted projects in conjunction with day-to-day activities. The manager should have superior interpersonal abilities, and be able to get along with diverse personalities by being tactful, mature, and flexible.

The successful manager will demonstrate sound judgment and good reasoning abilities, excellent communication skills, and a participative management presence combined with the flexibility to reach compromise for the benefit of the entire community. The manager will have strong persuasive skills and logic, which are demonstrated in a clear and articulate manner. He/she will be a good listener who encourages and respects the views of others, and will maintain the established "open door policy" of the Town offices.

The successful manager will effectively balance the needs of people and processes, and will seek to utilize and encourage the talents of staff and subordinates. The manager must demonstrate the person ethics, morals and general conduct so as to be above reproach and able to withstand intense public scrutiny appropriately.

## **ESSENTIAL FUNCTIONS**

Ability to see well enough to do job requirements.

Ability to read, speak, and write in English.

Ability to hear well enough to do job requirements.

Ability to learn at fast rate.

Strong knowledge of English language and how to communicate using it.

Ability to work independently.

Ability to supervise.

Ability to hear well enough to use phone.

Ability to handle mentally and emotionally disruptive or disquieting influences.

Ability to arrange or deal with tasks in order of importance.

Other  
Communities  
Town Manager's  
Job Description

## **City of Auburn**

### **Article 6 - City Manager**

#### **Sec. 6.1 Appointment.**

The City Council shall appoint a City Manager by an affirmative vote of at least five (5) Councilors. The City Manager shall appoint an Assistant City Manager who shall be confirmed by a majority vote of the City Council.

#### **Sec. 6.2 Salary.**

The City Council shall set by order the salary of the City Manager.

#### **Sec. 6.3 Qualification.**

The City Council shall choose a City Manager solely on the basis of executive and administrative qualifications. The City Manager need not be a resident of the City at the time of appointment, but shall be a resident of the City during tenure of office unless otherwise approved by the City Council.

#### **Sec. 6.4 Powers and duties.**

The City Manager shall be administrative head of the City government and shall be responsible to the City Council for the administration of all departments other than the Department of Education. Powers and duties of the City Manager shall be as follows:

- a. Appoint and suspend or remove all City employees and appointive administrative officers provided for by or under this Charter except as otherwise provided by law, this Charter, or personnel rules adopted pursuant to this Charter. The City Manager may authorize any administrative officer, subject to the City Manager's direction and supervision, to exercise these powers with respect to subordinates in that officer's department, office, or agency;
- b. Direct and supervise the administration of all departments, offices, and agencies of the City except as otherwise provided by this Charter, ordinance or law;
- c. Attend City Council meetings. The City Manager shall have the right to take part in discussion but shall not vote.
- d. See that all laws, provisions of this Charter, and acts of the City Council subject to enforcement by the City Manager or by officers subject to the City Manager's direction and supervision are faithfully executed;
- e. Prepare and submit the annual budget and capital program to the City Council, and implement the final budget approved by the City Council to achieve the goals of the City;
- f. Submit to the City Council and make available to the public a complete report on the finances and administrative activities of the City as of the end of each fiscal year;
- g. Make such other reports as the City Council may require concerning operations;
- h. Keep the City Council fully advised as to the financial condition and future needs of the City;
- i. Make recommendations to the City Council concerning the affairs of the City and facilitate the work of the City Council in developing policy;

- j. Provide staff support services for the Mayor and Councilors;
- k. Assist the City Council to develop long-term goals for the City and strategies to implement these goals;
- l. Encourage and provide staff support for regional and intergovernmental cooperation;
- m. Promote partnerships among the City Council, staff, and citizens in developing public policy and building a sense of community; and
- n. Perform such other duties as are specified in this Charter or may be required by the City Council.

**Sec. 6.5 Removal.**

The City Council may remove the City Manager from office only as follows:

- a. The City Council shall adopt by affirmative vote of at least five (5) members a preliminary resolution which must state the particular reasons for removal and which may suspend the City Manager from duty for a period not to exceed forty-five (45) days. The Mayor or presiding officer shall promptly deliver a copy of the resolution to the City Manager. If the City Manager is not available to personally receive a copy, the Mayor or presiding officer shall mail a copy to the City Manager by certified mail, return receipt requested, restricted delivery.
- b. Within five (5) days after a copy of the resolution is delivered, unclaimed, or refused, the City Manager may file with the City Council a written request for a public hearing, which shall be held at a City Council meeting not earlier than fifteen (15) days, nor later than thirty (30) days, after the request is filed. The City Manager may file with the City Council a written statement not later than five (5) days before the hearing.
- d. After the hearing, if requested by the City Manager, the City Council may adopt, by affirmative vote of at least five (5) Councilors, a final resolution of removal, which may be effective immediately. If no hearing is requested, the City Council may adopt, by affirmative vote of at least five (5) Councilors, a final resolution of removal at any time after five (5) days from the date when a copy of the preliminary resolution was delivered to or unclaimed or refused by the City Manager.

The City Manager shall continue to receive his/her salary until the effective date of the final resolution of removal.

**Sec. 6.6 Vacancy.**

During a vacancy in the City Manager's office or during the absence or disability of the City Manager, the Assistant City Manager shall perform the duties of City Manager unless otherwise directed by majority vote of the City Council.

## City of Augusta

### Sec. 1. Titles and appointments.

- a. The following officers shall be appointed by the council:
  1. City manager.
  2. Wardens and ward clerks.
  3. Corporation counsel.
- b. All department heads shall be appointed by the city manager with the advice and consent of the council.

Except as hereinafter provided, these various department heads may hire employees as needed including the tax assessor, subject to the approval of the city manager.

*(P.&S.L. 1957, Ch. 169, § 1; P.&S.L. 1965, Ch. 137, § 3; P.&S.L. 1967, Ch. 75, § 6; Ord. No. 518, 11-4-86; Ord. No. 208, 11-3-87; Amendment of 11-5-91; Amendment of 11-5-02)*

### Sec. 2. Appointive officers; tenure; removal.

The council shall have power by ordinance or resolve to create new appointive offices or to abolish any existing office or board excepting that of city manager and those provided by Charter.

All appointive officers and boards except for the city manager, whose terms are not specified in this Charter, shall hold office at the pleasure of the appointing power. Appointive officers and boards, whose terms are specified in this Charter, may be suspended and removed by the appointing power, except that any such person may demand written charges and a public hearing prior to such removal.

*(P.&S.L. 1957, Ch. 169, Art. VI, § 2; P.&S.L. 1957, Ch. 169, Art. VI, § 3)*

### Sec. 3. Salaries.

Salaries of the appointees and all subordinate employees of the city manager shall be fixed by the city manager, subject to the approval of the council. The members of the Planning Board shall be paid \$100 per month.

*(P.&S.L. 1957, Ch. 169, Art. VI, § 4; Amendment of 11-5-02)*

### Sec. 4. Appointment and qualification of the city manager.

The city manager shall be chosen by the council for a term not to exceed three (3) years which term may be extended for additional terms not to exceed three (3) years each by the council on the basis of his or her character and his or her executive and administrative ability and qualifications. The city manager need not be a resident of the city or state at the time of his or her appointment but shall become a resident of the City of Augusta within six (6) months and remain so during his or her tenure of office. The city manager shall be bonded to the City of Augusta for the faithful performance of his or her duties in such sum as the council shall determine and direct, and with surety or sureties to be approved by the council. The premium on the city manager's bond shall be paid by the city. The council shall fix the salary of the city manager. In the event procedures are instituted to remove a city manager during his or her term or contract the provisions set forth in section 5 of this article must be followed. The provisions do not, however, apply in situations involving nonrenewal of a city manager's term or contract.

*(P.&S.L. 1957, Ch. 169, Art. VI, § 5; Ord. No. 195, 11-3-81; Amendment of 11-3-98)*

### **Sec. 5. Removal of city manager.**

The council may remove the city manager from office in accordance with the following procedures:

1. The council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which shall state the reasons for removal of the city manager. The council also may, at the time the resolution is adopted, suspend the manager from duty, with pay, for a period not to exceed forty-five (45) days. A copy of the resolution passed shall be delivered promptly to the city manager in hand within three (3) days of the vote on the resolution.
2. Within five (5) working days after a copy of the resolution is delivered to the city manager, the city manager may file with the council a written request for a hearing. The city manager shall also, in writing, either admit or deny reasons given for the removal in paragraph one herein above. This hearing shall be held at a council meeting not earlier than fifteen (15) working days nor later than thirty (30) working days after the request is filed.
3. If the city manager fails to reply to the resolution described in paragraph one (1) hereinabove, then the reasons stated in the resolution shall be deemed admitted. The council shall then vote on the removal of the city manager within five (5) working days after the reply was due.
4. If a hearing is requested, the city manager may be represented by legal counsel at all proceedings at no expense to the city; the council shall be represented by Corporation Counsel; and the council may appoint a separate attorney to act as prosecutor on behalf of the city. All witnesses shall be placed under oath and the hearing shall be conducted in accordance with the Rules of Administrative Hearings. The council shall act as a quasi-judicial body and as such shall only consider the evidence that is presented at the public hearing. Council members, once having made an affirmative vote on a preliminary resolution, shall not discuss the contents of the resolution except at the hearing. All deliberations of the council shall be public unless the city manager shall request that the deliberations take place in executive session.
5. The council may adopt a final resolution of removal, which may be made effective immediately, by an affirmative vote of a majority of all its members. The council's decision shall be made within five (5) working days from the conclusion of the hearing.
6. The manager shall continue to receive his or her salary until the effective date of a final resolution of removal.
7. The process outlined above may be amended or changed by specific contractual provision entered into by the council and city manager.

*(Amendment of 6-14-88; Amendment of 11-3-98)*

### **Sec. 6. Powers and duties of the city manager.**

The city manager shall be the administrative head of the city and shall be responsible to the council for the administrative management of all departments of the city. The powers and duties of the city manager shall be as follows:

1. To see that the laws and ordinances are enforced;
- 2.

- To exercise control over all departments and divisions created herein, or that may hereafter be created;
3. To make appointments and removals as provided in this Charter;
  4. To prepare and submit the annual budget and capital program to the council;
  5. To attend meetings of the council and recommend for adoption such measures as he or she may deem expedient;
  6. To keep the council fully advised as to the business, financial condition and future needs of the city;
  7. To report annually with the submission of the proposed budget, the quality, cost and method of delivery of services to the inhabitants of the City of Augusta and recommendations for change which he or she may deem appropriate;
  8. To perform such other duties as may be prescribed by this Charter or required by the council, or as may otherwise be required by law.
  9. For purposes of oversight and administration of, and access to information at the Police and Fire Bureaus, the City Manager shall serve as the Public Safety Director without additional compensation.

*(P.&S.L. 1957, Ch. 169, Art. VI, § 6; P.&S.L. 1957, Ch. 169, Art. VI, § 7)*

### **Sec. 7. Absence of city manager.**

The manager shall designate in writing a qualified person to exercise the powers and perform the duties of manager during his or her temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and appoint another person to serve until the manager shall return or his or her disability shall cease. In the event of failure of the manager to make such designation, the council may by resolve appoint a qualified person to perform the duties of the manager until he or she shall return or his or her disability shall cease.

*(Amendment of 6-14-88; Amendment of 11-3-98)*

*State law reference— Vacancy in municipal office, 30-A M.R.S.A. § 2602.*

City of Bangor, ME  
Friday, January 24, 2014

## Chapter 28. CITY DEPARTMENTS

### Article VI. Executive Department

#### § 28-21. City Manager.

In accordance with Article V, Section 1(a) of the City Charter, there is hereby authorized and established the position of City Manager. The City Manager shall be appointed by the City Council according to the provisions of the City Charter. The City Manager shall be the chief executive and the chief administrative officer of the City government, and the City Manager shall:

- A. Enforce laws. Enforce all laws and ordinances, but the City Manager shall delegate to the Chief of the Police Department the active duties connected therewith regarding misdemeanors.
- B. Attend Council meetings. Attend meetings of the City Council, except when his or her removal is being considered, and recommend for adoption such measures as he or she may deem expedient.
- C. Appoint and dismiss employees. Appoint, according to the provisions of the City Charter, qualified officers and employees to the administrative service and have the power to dismiss, suspend and discipline all such employees in accordance with such rules and regulations as may be adopted by the City Council. The City Manager shall require the faithful performance of all administrative officers and shall have the authority to authorize a department head or officer responsible to him or her to appoint and remove subordinates serving under that department head or officer. The City Manager shall also have the authority to appoint assistant, deputy or acting department heads as may be required in the absence of the department head.
- D. Annual report. Prepare and present to the Council an annual report of the City's affairs and such other reports as the Council shall require.
- E. Budget report. Prepare and present to the Council an annual budget showing estimates of the financial needs and resources of the City for each ensuing year, including a program of activities within the financial power of the City,

embodying in it a budget document with proper supporting schedules and analyses.

- F. Prescribe rules. Prescribe such rules and regulations as he or she shall deem necessary or expedient for the conduct of administrative agencies subject to his or her authority and make, suspend or amend any rule or regulation of the administrative service by whomever prescribed.
- G. Investigations. Investigate, examine or inquire into the affairs or operations of any department, division, bureau or office under his or her control and conduct the same in other departments not under his or her control when so authorized by the City Council.
- H. Committee appointments. Appoint such administrative committees as he or she shall find necessary for the proper consideration of administrative problems. Such committees shall meet on the request of the City Manager and shall make such recommendations on matters referred to them as they shall find necessary for the best interest of the City. *Editor's Note: Former Sec. 4, Marketing Officer, which immediately followed this subsection, was repealed 1-23-1984 by Ord. No. 84-74. Former Sec. 5, Purchasing Division, and Sec. 6, Central Services Division, were repealed 9-26-1988 by Ord. No. 88-377. For the Central Services Division, see now § 28-1. For the Purchasing Division, see now § 28-28.*

## City of Bath

### CHAPTER III CITY MANAGER

#### Sec. 301. Appointment; Qualifications; and Compensation.

The City Council shall appoint a City Manager for an indefinite term and fix his compensation. The City Manager shall be chosen by the City Council on the basis of his character, executive, and administrative qualifications. At the time of his appointment, he need not be a resident of the City of Bath or the State of Maine, but during his tenure of office he may not reside outside the City of Bath.

#### Sec. 302. Powers and Duties of the City Manager.

The City Manager shall be the Chief Administrative Officer of the City. He shall be responsible to the Council for the administration of all City affairs placed under his charge by the Council or this charter, and he shall have the following powers and duties:

- A) He shall appoint, prescribe the duties of, and, when necessary for the good of the service, remove all officers and employees of the City subject to his appointment, except as otherwise provided by law, this Charter, or personnel rules adopted by the Council subject to this Charter. He may authorize any administrative officer who is subject to his direction and supervision to exercise these powers with respect to subordinates in that officers department, office or agency.
- B) He shall prepare the budget annually, submit it to the Council and be responsible for its administration after adoption.
- C) He shall prepare and submit to the Council as of the end of the fiscal year a complete report on the finances and administrative activities of the City for the preceding year, and cause such annual City report to be published and made available to the public as promptly as possible after the close of the fiscal year.
- D) He shall keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him desirable.
- E) He shall have the care, superintending, and management of all City property not inconsistent with the legal custody of such property being held by the City Council.
- F) He shall perform such other duties as may be prescribed by this Charter or required of him by the Council, not inconsistent with this Charter.

#### Sec. 303. Acting City Manager.

By letter filed with the City Clerk the City Manager may designate, subject to Council approval, a qualified City administrative officer to exercise the powers and perform the duties of City Manager during his temporary absence or disability. In the event of the failure of the City Manager to make such a designation, the Council may by resolution appoint any Administrative Officer of the City to perform the duties of the City Manager until he shall return or his disability shall cease.

#### Sec. 304. Removal of City Manager for Cause.

The removal of the City Manager for cause shall be initiated by a petition in writing presented by a Councilor to the City Council. This petition shall state the basis in fact for the initiation of this removal process. It shall be delivered to the Manager at least seven (7) days prior to any meeting at which the petition is to be considered by the City Council. At the meeting where the petition is considered, the Manager shall have the right to be present and an opportunity to rebut any of the allegations in the petition, including the right to call witnesses, present evidence, be represented by counsel, and cross-examine witnesses. On presentation of the petition and any relevant evidence, which the Manager may wish to present, the Council will determine whether or not there is evidence which the Manager may wish to present, the Council will determine whether or not there is evidence to justify an investigation into the allegations stated in the petition. A majority vote of the Council shall

be required to initiate an investigation, and if same is voted, the chief elected official of the City, or his designee, shall be responsible for filing with the Council within fourteen days subsequent to the vote, a written report outlining the results of the investigation. This fourteen-day period may be extended for good cause, shown by vote of the Council.

A copy of this report shall be delivered to the City Manager at least seven days prior to any hearing. After receipt of the investigation report from the chief elected official, or his designee, the Council will proceed to a full hearing. The chief elected official shall present the charges to the Council at this hearing, and such evidence as he deems appropriate in substantiation of these charges. At that hearing the Manager shall be present and shall have the right and opportunity to be heard, together with the right to call witnesses, to present evidence, to be represented by counsel, and to cross-examine all witnesses.

If six members of the entire Council, excluding the chief elected official, who may not vote, find that there is merit to the charges brought in the motion or petition, then the matter shall go to formal hearing before an independent referee.

At this same meeting, the Council may vote to suspend the Manager with or without pay during the pendency of the remaining procedures. The City Council and the Manager may in agreement designate a referee to conduct the hearing. If there is no agreement within seven days of the vote by the City Council, to proceed to a full hearing, then a referee shall be appointed by the Maine Municipal Association. The Manager to the satisfaction of the referee, by preponderance of the evidence presented. The Manager shall have all full due process rights at this hearing, and may present any relevant evidence that he deems to be in his best interest. The decision by the referee may be appealed by either party in accordance with Rule B, Maine Rules of Civil Procedure. The nature of the proceedings above described shall be public unless a request is received from the Manger or his representative that the proceedings, or any part thereof, shall be held in executive session. Should such a request be received, it shall be honored. Any time period expressed above may be extended by vote of the City Council where good and sufficient cause is shown. (7/1/82)

**Article III.  
Town Manager.**

**Sec. 301. Town Manager, qualifications.** The Town Manager shall be chosen by the Council solely on the basis of character and executive and administrative qualifications with special reference to actual experience in, or knowledge of accepted practice in respect to the duties of office as hereinafter set forth. At the time of appointment, the Town Manager need not be a resident of the Town or State.

**Sec. 302. Town Manager; chief administrator.** The Town Manager shall be the chief administrative officer and the head of the administrative branch of the Town government, and shall be responsible to the Council for the proper administration of all affairs of the Town. The Town Manager shall have the power and shall be required to:

302.1 Appoint, prescribe the duties of, and, when necessary for the good of the service, remove all employees of the Town, except as otherwise provided herein, and except as the Town Manager may authorize the head of a department or office to appoint and remove subordinates in such department or office. In addition to permitted Council communications pursuant to Section 218, the Town Manager may authorize municipal staff and agents to communicate with the Council or any of its members, if the Town Manager determines that such communication will facilitate the efficient or effective administration of the affairs of the Town.

The decision of the Town Manager, or other appointing officer, shall be final and there shall be no appeal therefrom to any other office or body except as allowed by State or Federal law;

302.2 Prepare the budget annually, submit it to the Council and be responsible for its administration after adoption;

302.3 Prepare and submit to the Council, as promptly as possible, at the end of the fiscal year a complete report on the finances of the Town for the preceding fiscal year, and further cause, as promptly as possible, an annual Town Report to be published and made available to the public after the end of the calendar year;

302.4 Attend the meetings of the Council, and keep the Council advised as to the business and financial condition and future needs of the Town and to furnish the Council with all available facts, figures, and data connected therewith when requested.

302.5 See that all laws and ordinances governing the Town are faithfully executed;

302.6 Act as purchasing agent for all departments of the Town, except the School Department;

302.7 Perform such other duties as may be prescribed by this Charter or required of the Town Manager by the Council, not inconsistent with this Charter;

302.8 **Repealed. 1998.**

**Sec. 303. Absence of Town Manager.** By letter filed with the Town Clerk the Town Manager shall designate, subject to approval by the Council, a qualified person to exercise the powers and perform the duties of the Town Manager during the Town Manager's temporary absence or disability. During such absence or disability, the Council may revoke such designation at any time and appoint another person to serve until the Town Manager shall return or the Town Manager's disability shall cease. In the event of failure of the Town Manager to make such designation, the Council may by resolve or order appoint a qualified person to perform the duties of the Town Manager until the Town Manager shall return or until the Town Manager's disability shall cease.

**Sec. 304. Reserved.**

**Sec. 305. Health Officer.** The Town Manager may appoint for an indefinite term a health officer who shall exercise such powers and perform such duties as may be conferred or imposed by law. The health officer shall meet such qualifications as may be specified generally for such positions by the State Commissioner of Human Services.

**ARTICLE III**

**TOWN MANAGER**

**3.01 Appointment; Qualifications**

The town council shall appoint a town manager for either an indefinite or definite term and shall fix the manager's compensation. The manager shall be appointed on the basis of his or her executive and administrative qualifications. The manager need not be a resident of the town or State at the time of his or her appointment but may reside outside the town while in office only with the approval of the council.

**3.02 Removal**

The council, respecting the confidentiality provisions of 1 M.R.S.A. § 405(6)(A) and 30-A M.R.S.A. § 2702(B), may remove the manager from office in accordance with the following procedures: (1) the council shall adopt by affirmative vote of a majority of all its members a preliminary resolution which must state the reasons for removal and may suspend the manager from duty for a period not to exceed 30 days. A copy of the resolution shall be delivered within 48 hours to the manager; (2) within 5 days after receiving a copy of the resolution, the manager may file with the council a written request for a hearing, which may be held publicly at the manager's request. This hearing shall be held at a council meeting not earlier than 10 nor later than 20 days after the request is filed. The manager may file with the council a written reply not later than 5 days before the hearing; (3) the council may adopt a final resolution of removal, which may be effective immediately by affirmative vote of a majority of all its members at any time after 10 days from the date when a copy of preliminary resolution was received by the manager, if the manager has not requested a hearing, or at any time after the hearing, if the manager requested one; (4) the manager shall continue to receive his or her salary until 30 days thereafter effective date of final resolution or removal.

**3.03 Absence of Town Manager**

By letter filed with the town clerk the manager shall designate, subject to approval by the town council, a qualified person to exercise the powers and perform the duties of manager during the manager's temporary absence or disability. During such absence or disability, the council may revoke such designation at any time and appoint another person to serve until the manager shall return or the manager's disability shall cease. In the event of failure of the manager to make such designation, the council may by resolve appoint a qualified person to perform the duties of the manager until the manager shall return or until the manager's disability shall cease.

3.04 **Powers and Duties of Town Manager**

The town manager shall be the chief administrative officer of the town. The manager shall be responsible to the council for the administration of all town affairs placed in the manager's charge by or under this charter. The manager shall have the following powers and duties:

- (1) The manager shall appoint and remove the town clerk, treasurer, tax collector, town assessor and department heads subject to the confirmation of the town council. The manager shall appoint and remove when necessary all other administrative officials and town employees, except as the manager may authorize the head of a department or office to appoint or remove subordinates in such department or office and except as otherwise provided by law, by this charter, or by personnel rules adopted pursuant to this Charter;
- (2) The manager shall direct and supervise the administration of all departments offices and agencies of the town, except as otherwise provided by this Charter or by law;
- (3) The manager shall attend council meetings, and shall have the right to take part in discussions but may not vote;
- (4) The manager shall see that all laws, provisions of this Charter and acts of the council, subject to enforcement by the manager or by officials subject to the manager's direction and supervision, are faithfully executed;
- (5) The manager shall prepare and submit the annual budget and capital program to the council;
- (6) The manager shall submit to the council and make available to the public a complete report on the finances and administrative activities of the town as of the end of each fiscal year;
- (7) The manager shall prepare and submit to the council such reports and shall perform such duties as the council may require and shall make such recommendations to the council concerning the affairs of the town as the manager deems advisable;
- (8) The manager shall assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.

**Section 402. City Manager, Chief Executive Officer**

The City Manager shall be the Chief Executive Officer and the head of the administrative branch of the City government, except for the School Department, and shall be responsible to the City Council, for the proper administration of all, except as otherwise provided in this Charter, affairs of the City. The City manager shall have the power and shall have the following duties:

**402.1**

Direct and supervise the administration of all departments, offices and agencies of the City, except as otherwise provided by this Charter or by law.

**402.2**

Give bond for the faithful discharge of all duties to the City of Sanford in such sum as the City Council shall determine and direct on an annual basis. Said surety or sureties shall be approved by the City Council. The premium on the bond shall be paid by the City.

**402.3**

Appoint, prescribe the duties of, and when necessary for the good of the City, remove any non-school officials and employees of the City, except as otherwise provided herein, and except as the City Manager may authorize the head of a department or office to appoint and remove subordinates in such department or office and except as otherwise provided by law, by this Charter, or by personnel rules adopted pursuant to this Charter.

Only the City Manager's appointments of the following shall be subject to confirmation by the City Council: Police Chief, Fire Chief, City Clerk, Tax Collector, Planning Director, Codes Enforcement Officer, Public Works Director, City Treasurer and the Director of the Sanford Emergency Management Agency.

**402.4**

Administer all personnel policies, practices and related matters for all municipal employees as established by a compensation plan, personnel policy guide, order or ordinance, and all collective bargaining agreements entered into by the City Council on behalf of the City.

#### **402.5**

Fix the compensation of all City officials and employees appointed by the City Manager within the limits established by the appropriations and any compensation plan adopted by the City Council.

#### **402.6**

Keep the City Council fully informed as to the financial condition and needs of the City, and make such recommendations to the City Council as deemed necessary or expedient.

#### **402.7**

Keep the City Council fully advised as to the needs of the City and recommend to the City Council for adoption such measures requiring action by them or by the City as may be deemed necessary or expedient.

#### **402.8**

Attend all regular and special meetings of the City Council, unless excused at the City Manager's own request, and have a voice, but no vote, in all discussions. The City Manager is permitted, but not required, to attend any City Council meeting at which the City Manager's own removal is to be discussed, unless in executive session.

#### **402.9**

See that all ordinances, by-laws, orders, provisions of the Charter, and acts of the City Council that require enforcement by the City Manager, or Officials and employees subject to the City Manager's direction and supervision, are faithfully executed.

#### **402.10**

Prepare the Municipal budget annually, submit it to the Budget Committee as directed by the City Council and be responsible for its administration after adoption by the voters at any Budget Validation Referendum.

#### **402.11**

Prepare and submit to the City Council, after the completion of the required annual fiscal audit, an "Audit Action Plan," and a complete report on the finances and administrative activities of the City for the preceding year. The City Manager shall cause such annual City report to be made available to the public as promptly as possible after receiving the annual audit.

#### **402.12**

Keep a full and complete inventory of all property of substantial value belonging to the City, both real and personal.

#### **402.13**

Act as purchasing agent for all departments of the City, except the School Department. Whenever possible, the City Manager shall work with the Superintendent to negotiate contracts for supplies, materials and equipment commonly purchased by both the School Department and the Municipality.

#### **402.14**

With the approval of the City Council, have the authority to prosecute, defend or compromise all litigation to which the City is party, except any and all litigation under the jurisdiction of the School Department, and to employ special legal counsel with the approval of the City Council to assist the City Attorney whenever in the City Manager's judgment it may be necessary.

#### **402.15**

Perform any other duties required of the City Manager by this Charter, by ordinance, or by the City Council not inconsistent with this Charter.

### **Section 403. Ombudsperson**

————— (END)

The City Manager, or, in the case of the School Department, the Superintendent of Schools, or his or her designee shall act as an Ombudsperson to all citizens in their day to day contacts and dealings with the City, its officials and boards. The function of the Ombudsperson shall be: (a) to direct citizens to the proper official, board or committee to deal with the citizen's problem, (b) to set up appointments for citizens to meet with directors, department heads and boards, (c) to provide citizens with access to public information with the City and (d) to otherwise serve the public in connection with their dealings with the City. The office of the City Ombudsperson shall be clearly and conspicuously marked within the City Hall.

### **Section 404. Vacancy in the Office of City Manager**

During any vacancy in the office of the City Manager, and during the absence or disability of the City Manager, the City Council shall designate a properly qualified person, not a member of the Council, to perform the duties of the Manager and the Council shall fix the compensation (the "Acting City Manager"). The Acting City Manager shall have the same powers and duties of those given to and imposed on the City Manager. Before entering upon the duties, the

## **Town of Scarborough**

### **ARTICLE III - TOWN MANAGER**

#### **Section. 301. Qualifications.**

The Town Manager shall be chosen by the Town Council solely on the basis of character, and executive and administrative qualifications with special reference to actual experience in, or knowledge of, accepted practice in respect to the duties of the office as hereinafter set forth. The Town Manager may be appointed for an indefinite term or, by contract, for a definite term. At the time of initial appointment, the Town Manager need not be a resident of the Town or state but, after one year following the date of initial appointment, the Town Manager shall not reside outside of the Town of Scarborough, Maine without the approval of the Town Council. No member of the Town Council shall be appointed Town Manager during a term of office, nor within one (1) year after the expiration of a term, nor shall any member of the Town Council act in that capacity.

#### **Section. 302. Removal of Town Manager.**

The Town Manager may be removed for cause by the Town Council in accordance with the method and procedure set forth in the general laws of Maine.

#### **Section. 303. Town Manager, Chief Administrator.**

The Town Manager shall be the chief administrative officer and the head of the administrative branch of the Town government, and shall be responsible to the Town Council, for the proper administration of all affairs of the Town. The Town Manager shall have the power and shall be required to:

303.1 Appoint all statutory officers required by law to be appointed, provided, however; that appointments to the head of any office, department or agency shall require prior confirmation by the Town Council.

303.2 Appoint, prescribe the duties of, and remove all officers and employees of the Town appointed by the Town Manager, except as otherwise provided herein, and except as the Town Manager may authorize the head of a department or office to appoint and remove subordinates in such department or office.

303.3 Prepare an annual budget, submit it to the Town Council and be responsible for its administration after adoption and keep the Town Council advised of the financial condition and future needs of the Town and make recommendations.

303.4 Prepare and submit to the Town Council as of the end of the fiscal year, a complete report on the finances and administrative activities of the Town for the preceding year, and cause such annual Town report to be published and made available to the public as promptly as possible after the close of the fiscal year.

303.5 Attend the meetings of the Town Council, except when removal of the Town Manager is being considered.

303.6 See that all laws and ordinances governing the Town are faithfully administered.

303.7 Oversee purchasing for all departments of the Town, except the School Department.

303.8 Perform such other duties as may be prescribed by this Charter or required by the Town Council not inconsistent with this Charter.

303.9 Prepare an administrative code, submit it to the Town Council and be responsible for its administration after adoption.

**Section. 304. Town Council Not to Interfere in Appointments or Removals.**

Neither the Town Council nor any of its members shall direct or request the appointment of any person to or removal from office by the Town Manager or by any subordinate of the Town Manager. Except for the purpose of inquiry, the Town Council and its members shall deal with the administrative service solely through the Town Manager, and neither the Town Council nor any member thereof shall give orders to any subordinates of the Town Manager, either publicly or privately.

**Section. 305. Absence of Town Manager.**

The Town Manager may, with the consent of the Town Council, designate by letter filed with the Town Clerk, a qualified administrative officer of the Town to perform the duties of the Town Manager during temporary absence or disability. In the event of failure of the Town Manager to make such designation, the Town Council may by resolution appoint any administrative officer of the Town to perform the duties of the Town Manager until the Town Manager returns or the disability ceases.

**Section. 306. Appointees.**

All appointees of the Town Manager shall serve at the will and pleasure of the Town Manager.

## **Job Description // South Portland**

### **City Manager**

City Manager shall be the chief executive officer and the head of all departments of the City government. He/she shall be responsible to the City Council for the proper administration of all affairs of the City and to that end he/she shall have the power and shall be required to:

- a. Appoint, prescribe the duties of and, when necessary for the good of the service, remove all officers and employees of the City except as otherwise provided by the City Charter, or the City Manager may
- b. Delegate the head of a department or office to appoint and remove subordinates in their respective departments or office.
- c. Prepare the annual budget, submit it to the City Council, and be responsible for its administration after adoption.
- d. Prepare and submit to the Council each year a complete report on the finances and administrative activities of the City for the preceding year, and cause such annual report to be published and made available to the public.
- e. Keep the Council advised of the financial condition and future needs of the City and make such recommendations as may seem to him/her desirable.
- f. Perform such other duties as may be prescribed by the City Charter or required of him/her by the City Council, not inconsistent with the City Charter.

The City Manager will assist the City Council in problem identification and analysis, situation analysis and operational analysis. Problem identification and analysis concerns the process of decision making. Situation analysis involves the skills used in sizing up the organization, and his/her subordinates. Operation analysis refers to the analysis of technical and substantive matters underlying planning, organization, direction and control.

The City Manager will provide factual information on all problems presented to the City Council and will maintain the confidence of all Council members; providing prompt follow-up to all Council requests, and, to maintain communications on general administrative matters that relate to the Council's responsibility to their respective constituents. The City Manager will maintain a high level of ethical standards in his/her dealings with the public and with members of the Council. The City Manager will consistently analyze reports, informational resources, and the media in noting trends, economic data, and provide the Council with position papers on issues which the Council from time to time must address.

The City Manager will be responsible for the development of a sound program of personnel administration with the objective that each employee is effectively engaged and wages and salary levels are commensurate with duties performed.

The City Manager, or his/her designee, will be responsible for the labor negotiations with the respective bargaining units of the City and will advise the City Council of all agreements before final approval of any labor contract is reached.

The City Manager will represent the City when requested at functions common to the operation of City government and will maintain a positive relationship with the general public.

In accordance with Charter requirements, the City Manager is appointed by the City Council on the basis of his/her character, administrative qualifications, and experience.

## TOWN OF TOPSHAM, MAINE JOB DESCRIPTION

Title:	Town Manager	Budget Number:	100
Department:	Administration	Grade:	N/A
Union:	None	Status:	FT 40+ hours
Date:	November 2007		

### Nature and Scope

The Town Manager is the Town of Topsham's Chief Administrative Officer. It is the responsibility of the Town Manager to manage day-to-day operations of the Town through supervision of all departments and staff. The Town Manager represents the Town in community, County, State, Federal and miscellaneous matters which may affect the town directly or indirectly. The Town Manager shall be an ex-officio member of all boards and committees of the Town, shall have the right to attend all meetings and to participate in the proceedings, but shall have no vote.

The Manager is under direction of the Board of Selectmen. The Manager reports to the entire Board-not solely to the Board Chairman. The Town Manager is responsible for implementing policy set by the Board of Selectmen, keeping the Board informed of business financial conditions and future needs of the Town.

### Duties and Responsibilities

The Town Manager has responsibility in the following areas:

#### 1. Board of Selectmen

Carries out directives of the Board and implements policies and procedures authorized by the Board.

Attends all meetings of the Board unless excused by the Board.

Identifies service and policy needs of Topsham and brings them to the attention of the Board of Selectmen with options and recommendations for action.

Reports to the Selectmen after attending International City Management Association (ICMA) and other out-of-town conferences, emphasizing issues that are pertinent to the Town of Topsham.

Responds to requests from the Board of Selectmen, including but not limited to email requests, in an expeditious manner. Responds to requests from individual Select Board members in an

expeditious manner, exercising sound judgment and taking into consideration all of the other duties of the Town Manager.

Prepares a brief monthly summary for the Board that documents non-staff meetings held and/or attended.

## 2. Personnel Administration

Appoints, with Board of Selectmen approval, all department heads. Ensures that thorough background checks have been conducted before recommending appointments.

Supervises all department heads, including the preparation of job descriptions for all personnel.

Oversees workloads, assignments, training programs, labor contracts, and labor relations.

Has authority to remove for cause, after notice and hearing, any non-probationary person whom the town Manager is authorized to appoint, upon approval by the Board of Selectmen.

Promotes unity and harmonious working relationships among employees and works to resolve grievances.

Maintains a policy of strict performance accountability by Town employees.

Implements, manages and enforces an ethics program for Town employees.

## 3. General Administration

Attends all Annual and Special town Meetings and hearings of the Town and prepares warrants for all such meetings.

Sees that all laws and ordinances are faithfully enforced.

Communicates official plans, policies and procedures to staff and the general public.

Maintains a sound public relations posture with Topsham's citizens, local businesses, the news media, and other levels of government (Federal, State, County, and other municipalities).

Responds to suggestions, complaints, and information requests received from the public.

Provides professional advice to the Board of Selectmen, department heads, and boards and committees of the Town.

Exercises supervision over all public buildings, public parks and other public property which are under the control and jurisdiction of the Board of Selectmen. Responsible for the management of insurance programs.

Supervises maintenance of the Town website and ensures that it is updated in a timely manner.

#### 4. Financial Planning and Management

Demonstrates fiscal responsibility.

Actively pursues and oversees Federal and State grant requests and administers grant programs.

Monitors cash flow and investments.

Works closely with the Board of Selectmen, department heads, and the Finance Committee in developing a comprehensive budget. Administers same after its adoption at Town Meeting.

In coordination with the Board of Selectmen, takes the action necessary to create and implement a centralized purchasing function for the Town. Acts as purchasing agent for all municipal departments and oversees the bid process on major purchases.

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The duties and responsibilities listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment. This job description is subject to change by the Town of Topsham as the needs of the Town and requirements of the job change.

#### Requirements of Work

Thorough knowledge of:

- municipal management and community problems;
- administrative organization, design, and evaluation;
- financial administration and the design of financial accounting and reporting system;
- theory and practice of public personnel administration;
- municipal government programs and decision-making processes.

Working knowledge of State and Federal programs.

Ability to:

- oversee the preparation of grant requests;
- communicate effectively orally and in writing;
- listen to others;
- direct and supervise others and to delegate;
- organize and use time effectively;
- give and accept constructive criticism;
- react quickly to changing situations;
- represent the community positively;
- act independently and without precedent in the face of problems.

Possess conflict resolution skills.

Willingness to maintain interest in municipal management through reading, taking courses, attending workshops, seminars, etc. as appropriate.

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.

REVISED: January 10, 2008  
July 16, 2009

## ADMINISTRATIVE ASST. to the MAYOR

DEPARTMENT: Mayor's Office  
REPORTS TO: Mayor  
DATE: 3/02

City of Westbrook

### **Basic Purpose/Function**

Under the direction of the Mayor, the City Administrator is responsible for ensuring the efficient and effective operation of the City. This includes managing the day-to-day activities of a highly qualified and dedicated staff, the revenues and expenditures of the City's multiple funds, and guiding the organization through a course of continual change and innovation. In concurrence with the Mayor, the City Administrator makes recommendations to the City Council concerning administrative affairs, financial conditions and long range financial needs, ensures that ordinances and applicable laws are enforced and directs and oversees the operation of City departments.

### **Primary Duties & Responsibilities (Illustrative Only)**

- ◆ Daily city administrative management responsibilities and department head oversight in the delivery of municipal services to the citizens of Westbrook in concurrence with the Mayor. Develops and issues administrative rules, policies, and procedures necessary to ensure proper functioning of all Departments.
- ◆ Prepares and presents to the City Council, with concurrence of the Mayor, an annual report of the operations and costs of the city government for the preceding fiscal year and a proposed budget for the next fiscal year.
- ◆ Acts as the City's Purchasing, including processing of purchase orders and invoices, as well as management of the bidding process.
- ◆ Performs related personnel work as needed (i.e. collective bargaining, conducting grievance hearings, and union contract management), in concurrence with the Mayor, Human Resources and department heads.
- ◆ Provides management information to the Mayor, City Council, and department heads through research, memos, proposal development and recommended courses of action and alternative.
- ◆ Attends all City Council and Committee meetings. Sets agendas for these meetings in conjunction with the Mayor, City Council, City Clerk's Office, and department heads. Manages all staff work in preparation of the follow-up to these meetings.
- ◆ Performs building management functions for City Hall.
- ◆ Conducts meetings of department heads and other administrative boards and committees.
- ◆ Periodically reviews and assists in staffing City committees and commissions and attends regional committee or agency meetings.
- ◆ Represents the Mayor's Office and City policy positions at all times on behalf of Westbrook.
- ◆ Attends functions and meetings on behalf of the City and the Mayor.

- ◆ Performs related work as assigned or required.

### **Education & Experience**

The Administrative Assistant shall be a graduate of an accredited 4-year college or university with a degree in Public Administration or Business Administration. Masters Degree preferred. A minimum of 5 years of municipal management experience and/or related business experience.

### **Requirements of Work**

- ◆ Strong financial management capabilities with a proven track record of success in government finance practices i.e. budgeting, accounting, and government financing.
- ◆ Considerable knowledge of laws, regulations, ordinances, etc., applicable to City government.
- ◆ Thorough knowledge of government processes, services, and planning.
- ◆ Highly developed team leadership abilities with a solid knowledge of management principles and practices as they apply to public sector management including personnel management and organization development.
- ◆ Ability to plan and analyze City operations; develop alternatives and determine the costs, advantages and disadvantages of various alternatives.
- ◆ Strong research skills with the ability to prepare accurate and thorough reports.
- ◆ Excellent interpersonal and communication skills with an ability to interact effectively with citizens, city officials, agencies, and employees.
- ◆ Well developed organizational skills with an ability to work on multiple projects, within deadlines in a fast paced and ever changing environment.
- ◆ Advanced to intermediate knowledge of computers, software programs, internet use, and e-mail. Comfortable with the use of advanced technology to meet citizen and organizational needs.
- ◆ Ability to work long hours and attend many night meetings.