Position Title: Assistant Town Manager

Department: Administration

Reports To: Town Manager

GENERAL SUMMARY:

This is a highly responsible senior level management position within the Town Manager’s office, assisting with the analysis, development, implementation, and management of a wide variety of disparate policies, procedures, budgets, functions, services and operations. Assists in budget and capital improvement programming, long range planning, the management of the human resources functions, the management of the information technology systems, the operation and maintenance of municipal buildings, and special projects. The incumbent functions with considerable independence and latitude in accordance with established procedures and general direction from the Town Manager. The position represents the Town on behalf of, or in the absence of, the Town Manager.

ESSENTIAL FUNCTIONS:

- Serves in the absence of, and on behalf of, the Town Manager to facilitate and execute the performance of the duties and functions of the Town Manager’s office.
- Serves as a member of the Town’s administrative management team by participating in organizational development activities, training, problem-solving, and other management programs as needed.
- At the direction of the Town Manager, represents the Town at community events and before civic groups, participates in various organizations as a representative of the Town and represents the Town before various boards and commissions.
- Assists the Town Manager in developing and maintaining a culture of excellent public service, including the development, implementation, and monitoring of programs to facilitate that culture.
- Assists the Town Manager in the development and implementation of the Town’s long-range and strategic plans.
- Assists the Town Manager in the preparation and administration of the annual budget and Capital Improvement Program (CIP).
- Assists in the development and delivery of economic and community development programs and initiatives.
- Authors or assists in the preparation of grant and funding requests; monitors a variety of sources and makes inquiries to identify grant opportunities.
• Oversees the human resources functions, including but not limited to, policy and procedure development; recruitment and selection; pay and performance programs; employee development, benefits administration, collective bargaining; discipline and termination; and ensuring compliance with Federal and State labor laws.
• Assists the Town Manager in collective bargaining sessions and assists in collective bargaining or personnel policy grievances, and disciplinary or termination proceedings.
• Coordinates responses and represents the Town before various federal and state agencies, boards or commissions involving employment related claims against the Town.
• Oversees and assists in the operation of the Town’s IT administration and delivery of Cable TV operations.
• Assists in the development and implementation of facilities operation and maintenance plans; including long-range maintenance planning.
• Attends all Town Council meetings.

OTHER DUTIES AND RESPONSIBILITIES:

• Maintains personal professional development in own field of expertise by attending related training seminars and actively participating in professional associations.
• Performs other related duties as required.

SKILLS/EXPERIENCE/TRAINING REQUIRED:

• A bachelor's degree in business or public administration or related fields, coupled with at least five years of progressive experience in a senior level management position in a related field. Alternatively, any equivalent combination of education and experience that allows for the effective performance of the position’s duties.
• Ability to lead, manage, motivate, and direct the activities of subordinate staff.
• Ability to establish priorities, organize work and develop short term and long range plans.
• Excellent analytical and reasoning abilities and an ability to be persuasive in a calm and articulate manner.
• Excellent oral and written communication skills, including the preparation of complex written documents and reports; and excellent presentation skills.
• Excellent project management skills.
• Excellent listening and facilitation skills and the ability to understand disparate opinions and viewpoints.
• Knowledge of budget preparation and finance administration.
• Knowledge of a wide variety of human resource and personnel management skills, including a general knowledge of the legal requirements governing personnel activities.
• Knowledge of the principles and practices of effective personnel management and labor relations.
• Excellent computer skills and software knowledge supplemented by a strong understanding of computer network administration and data preservation, management and security.
SKILLS/EXPERIENCE/TRAINING REQUIRED (Continued):

- Excellent customer service skills with the ability to proactively establish and maintain effective working relationships and deal courteously with business executives, vendors, associates, employees, internal departments, federal, state, regional and local agencies, community organizations and the general public.
- Excellent records management skills and the ability to maintain confidentiality.

SUPERVISORY RESPONSIBILITIES:

- Human Resources Manager
- IT/Cable TV Manager
- Executive Administrative Secretary
- Facilities Foreman

WORKING CONDITIONS/PHYSICAL DEMANDS:

Normal office environment. Minimal physical effort required; normally seated with freedom of movement on a regular basis, operating office machines and handling light materials and supplies. Regularly operates a desktop computer, requiring hand-eye coordination and finger dexterity; and routinely communicates face-to-face and on the telephone. Frequent extended hours. Work involves occasional travel and off site meetings.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.*

SIGNED: ___________________________  DATE: ___________________________