

**TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR**

TOWN MANAGER

GENERAL STATEMENT OF DUTIES

The Town Manager performs difficult management, professional, and administrative duties, under the direction of the Town Council, as the Chief Executive Officer (CEO) for the Town.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this class plans, organizes, manages, directs, and implements the goals and objectives of the Town Council. The duties include planning, organizing, coordinating, and administering all Town functions and activities, providing policy guidance, managing Department Heads and support Staff, and fostering cooperative working relations with the Community, Federal and State Agencies, the Town Attorney, and other Town Staff. The Town Manager serves as the official Budget Officer for the organization. The Town Manager must utilize independent judgement and initiative in decision making, team building, problem solving, management systems and providing guidance and recommendations to the Town Council. Work is performed under the general direction of the Town Council and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, state and federal law, and by public satisfaction with services provided.

DUTIES & RESPONSIBILITIES

ESSENTIAL DUTIES AND TASKS

- Works with the Town Council to develop consensus on a clear vision of the future of the community and Town; coordinates and works with Council on planning, developing, interpreting, and implementing operating policies and procedures for the Town to put this vision into effect for Town services.
- Manages and supervises the Town Staff; works with them to establish long- and short-range goals and ensures effectiveness and efficiency of services provided; communicates the Town's mission, vision, and goals as established by the Town Council and Town Manager, and helps staff enhance these goals and implement programs consistent with them; builds a strong team among Staff.
- Directs the preparation of the annual budget, presents budgetary recommendations to the Town Council, oversees budgetary execution and control, recommends or approves budgetary adjustments within Town policies; balances the budget, seeks innovative methods of stewardship and new revenue sources; makes professional and realistic recommendations for expenditures of Town funds; manages Town resources including budget, facilities, equipment, technology, etc.; oversees and/or performs the development and submittal of grant applications to federal, state, regional, and private organizations to obtain funding for special planning and public facility improvement projects.
- Supervises preparation of the agenda and agenda materials for the Town Council meetings, attends Town Council meetings, and ensures that resources and supporting documentation for informed actions are present; keeps the Town Council informed on all issues that affect them and that have a significant impact on the Town.
- Provides and manages the provision of professional and technical advice to the Town Council on policies, planning, and legal matters; researches and makes recommendations

to the Town Council on new programs, services, and initiatives; coordinates economic and business development policies and strategies.

- Coordinates and works with Staff in ensuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented; Consults with the Town Attorney as needed.
- Acts as the representative of the Town when dealing with and speaking to community groups, citizens, state legislators and agencies, federal legislators and agencies, and other local government agencies about specific programs, services, policies, laws, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about Town programs and progress.
- Maintains current knowledge of management and municipal trends, laws, policies, and issues; maintains modern public administration knowledge, skills, and abilities through attending various meetings of intergovernmental agencies, conferences, and trainings.
- Oversees economic development, land use planning and development to generate jobs for the Town's citizens, help retain existing jobs for the Town's citizens, stimulate industrial and commercial growth, and to maximize natural resources; oversees the development and implementation of all town programs, facilities, and services to ensure the public safety of the community.
- Oversees, supervises, and maintains accountability for the hiring, training, performance management, retention, and separation of Town Staff; supervises staffing the Town with qualified and highly productive Staff; monitors systems of Staff communication, motivation, reward, compensation, training and development, performance coaching and evaluation to insure high levels of retention and performance excellence.
- Demonstrates leadership and sound decision-making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.
- Submits periodic progress reports, annual status of goals achieved, financial statements, and other reports to the Town Council.

ADDITIONAL JOB DUTIES

Performs related duties as required.

RECRUITMENT AND SELECTION GUIDELINES

KNOWLEDGES, SKILLS, AND ABILITIES

- Considerable knowledge of the principles and practices of public administration and budgeting.
- Considerable knowledge of state, federal, and local laws, statutes, charters, codes, ordinances, procedures, and requirements of municipal government.
- Considerable knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.
- Knowledge of laws, regulations, policies, and current practices in finance, budgeting, personnel, public works, utilities, planning, public safety, and other functional areas.
- Knowledge of the application of information technology to improve the efficiency and effectiveness of customer service and municipal service functions.
- Skills in meeting facilitation, public speaking, team building, and collaborative conflict resolution.
- Ability to prepare comprehensive oral and written reports.
- Ability to identify problem areas and recommend necessary changes.

- Ability to help build and articulate a vision of organizational excellence among Staff and Town Council that inspires high levels of excellence.
- Ability to make decisions consistent with organizational goals and values and in conformance with laws, regulations, and policies.
- Ability to establish and maintain effective working relationships with department heads, governing officials, outside agencies, business leaders, and the general public.
- Ability to supervise and manage all functions of municipal government operations.

PHYSICAL REQUIREMENTS

Work is performed within an office environment, primarily behind a desk and is sedentary. Travel is often required to attend meetings, trainings, events, and other business activities.

- Must be able to physically perform the basic life functions of standing, walking, grasping, typing, feeling, talking, seeing, hearing, and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or move objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer, conduct extensive reading, and perform visual inspections.

DESIRABLE EDUCATION AND EXPERIENCE

Bachelor's degree in public administration, business, management, civil engineering, or a related field and five (5) years of progressively responsible administrative experience, including two (2) years at a management level; or an equivalent combination of education and experience to successfully perform the essential duties of the job such as those listed above.

SPECIAL REQUIREMENT

- Possession of a valid North Carolina Driver's License
- Possession of a Master's degree in public administration, business, management, civil engineering, or a related field is a plus.
- Possession of the ICMA certification is a plus.
- Possession of the North Carolina School of Government Administration Certificate is a plus.

SALARY GRADE: 34

\$94,858 – \$142,287 Annually

FLSA STATUS: EXEMPT