

THE TOWN OF CULVER

JOB DESCRIPTION

JOB TITLE: Town Manager

DEPARTMENT: Administration

FLSA STATUS: Full Time - Exempt

Functions:

Under the direction and authority of Town Council, acts as the chief administrative officer (CAO) of the Town for day-to-day operations. Directs, administers, and coordinates the activities and functions of the various town offices, departments, and boards in implementing the requirements of town ordinances and the policies of the Town Council as described and or limited by Indiana Code and or employment contract. The position requires availability during numerous meetings and to respond to issues and problems outside of normal business hours in addition to availability during normal office hours, therefore the position is considered “on call” at all times.

Principal Duties:

- ❖ Assume full management responsibility for all Town operations including administrative services, finance, parks and recreation, public works, fire, EMS, and police services; recommend and administer policies and procedures.
- ❖ Direct the development and implementation of the Towns goals, objectives, policies, and priorities.
- ❖ Establish, within Town policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- ❖ Plan, direct and coordinate, through department heads and other staff, the work plan for the Town; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- ❖ Ensure that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the Town are observed.
- ❖ Assess and monitor workload, administrative support systems and internal reporting

relationships; identify opportunities for improvement and implement as appropriate.

- ❖ Oversee the development and administration of the Town budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- ❖ Monitor the Town's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the Town Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plan and prepare data for grants and funded programs; establish and maintain intergovernmental coordination related to available funding.
- ❖ Explain, justify and defend Town programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- ❖ Represent the Town to all departments and outside agencies; coordinate Town activities with those of other towns, cities, counties, outside agencies and organizations in accordance with Council policies.
- ❖ Promote, coordinate and recommend economic development strategy and projects.
- ❖ Provide for citizen awareness of Town goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.
- ❖ Provide staff assistance to the Town Council; prepare and present staff reports and other necessary correspondence; prepare recommendations and advise the Council on matters requiring legislative action.
- ❖ Prepare original drafts and recommend ordinances, resolutions and contracts; institute programs and policy changes as directed by the Council.
- ❖ Manage contract(s) for legal services, planning, and engineering for the Town.
- ❖ Review materials submitted from various departments for Council action; determine completeness and accuracy of materials.
- ❖ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Town management and public administration.
- ❖ Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.

Qualifications:

Knowledge/skills/abilities:

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration.
- Principles and practices of program development and administration.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Manage and direct the operations, services and activities of a major municipality.
- Plan, organize and direct the work of lower level staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and Town Council issues, concerns and needs.
- Develop and administer Town-wide goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Operate a variety of office equipment including a computer and associated word processing applications.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.

- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

Experience and Education:

- Preference will be given to applicants who have a degree from an accredited university in business, finance, public administration, business management or a related field. The individual must have at least three (3) years managerial experience in public administration which includes responsibilities for operations, budgeting and managing personnel.

Additional Requirements:

- ❖ Follow all safety rules and procedures established for work area.
- ❖ May be required to work extended hours including evenings and weekends. Incumbent may be required to travel outside Town boundaries to attend meetings.
- ❖ Must possess or be able to obtain an Indiana State driver's license.
- ❖ Must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills.

Contacts:

Interpersonal contact is the key to effective Town management. As the Chief Administrative Officer of the Town, the Town Manager has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations, the media, Town administrators, and Town Council members. Contacts are varied in type and intensity. The Town Manager is occasionally involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. Contact with management professionals of other agencies and jurisdictions are encouraged to keep current on trends and new developments in the field of municipal management.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position of Town Manager subjects the incumbent to the continual stress of accommodating competing demands and meeting deadlines.

Work primarily performed in an office environment.

Noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

May be required to work in outside weather conditions, in wet and/or humid and hot and cold conditions, or in high, precarious places.

Physical Requirements:

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves walking, sitting, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

May be required to push, pull, lift and/or carry up to 20 pounds.

May be required to climb, balance, bend, stoop, kneel, crouch and/or crawl.

This appointment, according to the Town of Culver Ordinance, must be confirmed by the majority of the Town Council. The Town Manager is an at-will employee and serves at the pleasure of the Town Council.

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.