

Town Manager

General Definition of Work:

Performs complex professional and administrative work directing all operations of the Town; does related work as required. Work is performed under the general supervision of the Town Council. Supervision is exercised over all Town staff.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perceptions, color perceptions, peripheral vision, preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Essential Functions/Typical Tasks:

- Managing and directing all daily operational activities of the Town through direct communication with department heads; ensuring the professional administration of all Town affairs; ensuring that all ordinances, regulations and policies of the Town and Town Council are faithfully and equitably enforced; preparing reports;
- Directs the activities of all Town departments;
- Reviews proposed department operating budgets and prepares and submits a proposed budget to the Town Council for approval;
- Attends and participates in Council meetings and numerous other committee or board meetings and public hearings, advising and providing necessary information;
- Reviews and prepares written reports and recommendations for Town Council and various boards, commissions and committees;
- Meets and confers with various citizen groups or individual citizens;
- Reviews and revamps Town policies, procedures and codes and recommends improvements and adjustments to the Town Council;
- Performs liaison activities to other local, state and federal agencies and organizations;
- Reviews, approves and signs documents approving the hiring of personnel, personnel actions, expenditures of Town funds, use of Town facilities, etc.;
- Receives and answers or responds to telephone complaints or inquiries;
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop effective solutions from general instructions; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with department heads, Town Council, and the general public; ability to plan, direct and coordinate the work of a large operating agency.

Education and Experience:

Must have a bachelor's degree in public/business administration (or related field) and extensive local government management experience. A master's degree in public/business administration is preferred.

Special Requirements:

Possession of an appropriate driver's license valid in the State of North Carolina.

Residency in the town limits not required but preferred.

Residency within Hertford County required.