**TOWN OF FEDERALSBURG**

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| **Title:** Town Manager | **Salary:** $75,000 - $100,000 |
| **Department:** Administration | **Reports To:** Mayor and Council |
| **Exempt from overtime pay?** Yes | **Supervisory responsibilities?** Yes |
| **Important note:** This is an on-call position | |

**Purpose of Position**: This is an executive position managing the day-to-day operations of the Town. The Town Manager is responsible for the implementation of all policy set by the Mayor and Council and directs and manages the operations of the Town under general direction from the Mayor and Council, including management and oversight of all departments and functions; is the direct supervisor of the administrative office, in charge of all planning and zoning functions; liaison to all appointed boards; and is the special/grant projects manager.

**Essential Duties & Responsibilities**: The duties listed are for illustrative purposes and do not necessarily include all the duties or activities performed by this position. The Town Manager shall perform these duties, under the direction and control of the Mayor and Council, as well as any other duties assigned by the Mayor and Council. Actual duties performed will vary on a day-to-day basis.

1. Directs and manages the operations of the Town: provides direction to functions falling under the authority of the Mayor and Council; in coordination with the Mayor and Council, supervises department heads and administrative staff; hires, fires, trains, evaluates performance, resolves personnel issues and grievances as needed, and disciplines personnel and oversees this process for all employees through department heads; establishes policies and procedures for the overall Town functions, including but not limited to timely updates to employee manual, standard operating procedures, and all policies; professionally oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration, as established by the Mayor and Council.
2. Attends all Mayor and Council meetings; serves as a liaison between the Town Staff and appointed Boards and the Mayor and Council: attends all meetings of the Mayor and Council; briefs Mayor and Council on pending agenda items and other Town issues; responds to inquiries and provides the Mayor and Council with information

on the status of Town operations and projects; provides analysis as needed to assist the Mayor and Council to make informed policy decisions; and provides administrative support to the Mayor and Council as needed.

1. Prepares annual budget; performs financial and managerial analyses for the Mayor and Council pertaining to Town operations and programs under consideration; gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Mayor and Council and other interested parties.
2. Oversees operations of departments: serves as a liaison, in coordination with department heads, keeping the Mayor and Council apprised on departmental activities; assists departments with resolution of problems requiring the attention of Town management; monitors and evaluates progress of departments towards the goals and objectives of the Mayor and Council.
3. Facilitates problem solving at all levels in the organization; works with department heads and employees to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
4. Responsible for oversight and administration of payroll, to include but not limited to payroll processing, compliance with state and federal reporting and filing requirements, management of deductibles, preparation of weekly, monthly, quarterly and yearly state and federal payments and reports.
5. Responsible for oversight and administration of all employee benefits, programs and state and federal employment regulations, to include but no limited to health, dental, life and disability, reimbursement plans, workers’ compensation, safety and wellness initiates, HIPPA, Cobra, EEOC/ADA, FLSA, FMLA, vacation, sick and personal leave benefits, employee communications and supplemental and/or voluntary benefits.
6. Coordinates special projects for the Town, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
7. Oversees professional contractors and/or consultants providing services for Town projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
8. Assists the Mayor and Council with strategic and long-range planning for the Town, including Comprehensive Plan updates based on state regulations; works closely with members of Federalsburg Economic Development Corporation and Caroline County Economic Development Corporation; participates in planning efforts at the local and regional level; keeps the Mayor and Council apprised of developments at the county, state and federal level that impact the Town; monitors pending legislation for impact on the Town; oversees compliance with new legislation.
9. Represents the Mayor and Council and the Town at various meetings, functions, and events: serves as a liaison to various civic or governmental organizations and committees, task forces, boards, and commissions; confers regularly with officials from the authorities, and commissions; provides information about Town operations; participates in discussions and decisions; and keeps the Mayor and Council apprised of activities.
10. Directs drafting of planning and zoning ordinances and forwards to the Mayor and Council for action.
11. Responsible for continual review of all Town procedural and planning documents and ordinances with regards to current application and appropriateness, along with changing state and federal regulations, and when necessary coordination with appropriate boards or commissions to draft revisions, and provide council to the Mayor and Council regarding the adoption of such.
12. Functions as the ADA Coordinator, they will be responsible for coordinating and implementing compliance with the requirements for the Americans with Disabilities Act of 1991.
13. Completion of three (3) job related courses through LGIT or MML and ongoing professional development as identified by Mayor & Council.
14. Answer and manage after-hours cellphone.

**Minimum Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made on request to enable individuals with disabilities to perform the essential functions.

**Education:** Bachelor’s Degree in public or business administration or related field preferred. A Master's Degree in a related field is highly desirable.

**Experience:** Two years of progressively responsible experience as a Town Administrator, Town Manager, Assistant Administrator or similar position. Any equivalent combination of education and experience may substitute at the discretion of the Mayor and Council.

**Knowledge, Skills, and Abilities**

* Working knowledge of municipal finance, budget management, personnel management, collective bargaining, inter-governmental relations and the laws, which affect local government.
* Ability to negotiate contracts, agreements and appropriate working arrangements with unions, community organizations and the business community. Ability to work under time pressure and in stressful circumstances. Ability to develop effective working relationships with subordinates and with other Town departments.
* Strong oral communication skills and the ability to represent the Town before an array of organizations. Excellent writing skills required.
* Working knowledge of grants to approve and oversee all grant applications, expenditures, and final reports.
* Strong organizational skills and the ability to manage a large number of projects and tasks at any given time.
* Working knowledge of information technology systems, hardware and software.
* Available after hours and on-call.
* Consistent maintenance of an effective and orderly work environment.
* Consistent compliance with general office procedures such as standards contained in the Town of Federalsburg Employee Handbook; demonstration of discretion and excellent customer service; regular and punctual attendance; and building dress code.
* Exercise discretion in handling confidential personnel matters and legal issues and must uphold confidentiality standards when discussing sensitive information with staff and the public.
* Above Satisfactory overall job performance for two consecutive years with recommendation of Supervisor.

**Licenses/Certifications:** Valid drivers license.

**Physical Requirements:** 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 and some light work requiring the exertion of up to 25 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

**WORK ENVIRONMENT:** Works in an office setting, in generally comfortable conditions.

*In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.*

**Job Description**