

**Job Title: Town Manager**

**Job Summary:** This is a high-level management position that is responsible for directing and supervising the day-to-day operations of the Town. Work involves managing and supervising all departments of the Town to achieve goals using available resources and implementing the Town's Code of Ordinances.

**Major Duties:**

- Manages the day-to-day operations of the Town by setting goals, assigning priorities and objectives to department heads and professional staff;
- Provides leadership and direction in the development of short- and long- range plans; gathers, interprets and prepares data for studies, reports and recommendations for decision-making purposes;
- Provides professional advice to the Mayor and Council and direction to department heads;
- Ensures that all Town operations are performed within available resources and in accordance with Town policies, procedures, and ordinances as well as according to Federal, State, and local laws;
- Communicates official plans, policies and procedures to staff and the general public;
- Oversees preparation and administration of Town budget; monitors revenues and expenditures to ensure that Town operations are performed within budget and to ensure sound fiscal control;
- Advises the Mayor and Council of financial conditions and of current and future Town needs;
- Ensures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Determines work procedures, evaluates workflow and process, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations;
- Makes formal recommendations to Council regarding the hiring, promotion and termination of all department heads, officers, and employees of the Town;
- Attends all Council meetings;
- Attends local, regional, and state meetings regarding policies and issues that impact the Town;
- Performs other duties as assigned.

**Knowledge Required by the Position:**

- Knowledge of modern policies and practices of municipal government;
- Knowledge of the principles and practices of public personnel administration and management practices;
- Knowledge of Town codes, ordinances, resolutions, policies, and state and federal guidelines regarding Town organization and operations;
- Knowledge of the functions and activities of Town departments;
- Knowledge of the principles and practices of municipal government budget preparation and administration;

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- Skill in preparing and administering municipal budgets;
- Skill in planning, organizing, staffing, and directing the efficient and effective delivery of Town services, programs and functions through subordinate staff;
- Skill in using a variety of computer programs and modern office equipment for administrative functions;
- Ability to understand and interpret ordinances, regulations, rules and various legal and financial documents;
- Ability to compile data and compose concise written reports;
- Effective written and oral communication skills;
- Ability to establish and maintain effective working relationships with Town personnel, elected and appointed officials, vendors, government officials and the public.

**Supervisory Controls:** Work is performed based on policy directives of the Mayor and Council.

**Guidelines:** Guidelines include Town and departmental policies and procedures, Town codes and ordinances and other Federal, State and Local laws.

**Complexity:** The work consists of a variety of highly administrative, technical and supervisory duties.

**Personal Contacts:** Contacts are typically with Town personnel, vendors, developers, attorneys, state, federal, county and local governments, elected officials at various levels, and the general public.

**Purpose of Contacts:** Contacts are typically to give, exchange and analyze information, resolve conflicts, solve problems and provide services.

**Physical Demands:** This work is typically performed indoors with the employee sitting at a desk, with occasional bending and lifting.

**Work Environment:** Work is typically performed in an indoor office environment.

**Supervisory and Management Responsibility:** This position is responsible for managing and supervising all departments in the Town.

**Minimum Qualifications:**

Master's Degree in Public Administration or related field required; ten (10) years of progressively responsible experience in municipal management; valid State of Georgia Driver's License and satisfactory Motor Vehicle Record; equivalent combination of education and experience.