

TOWN MANAGER

Town of Eagar

Administration

POSITION SUMMARY

In accordance with Town of Eagar Ord. No. 2010-07, the Town Manager shall be the administrative head of the government of the town under the direction and control of the council. He or she shall be responsible to the council for the proper administration of all affairs of the town and see that the laws and ordinances are enforced. The Manager shall appoint, remove, suspend, promote, and demote any and all appointive officers and employees of the town, except those appointed by the council. He or she shall prepare and submit to him or her through the finance director the annual budget to the Town Council and keep the Town Council fully advised as to the financial conditions and needs of the Town. He or she may make recommendations to the Town Council on all matters concerning the welfare of the Town. Additional Duties. Perform such other duties as may be required of him by the town council, not inconsistent with the laws of the state or the ordinances of the town.

ESSENTIAL FUNCTIONS

- Assumes responsibility for the planning, organizing, and staffing of the Town of Eagar;
- Performs interviewing, hiring, and training of administrative personnel;
- Supervises all subordinate personnel;
- Performs evaluations on Department Heads;
- Resolves personnel issues;
- Researches and responds to specific requests of the Town Council;
- Responds to citizen requests;
- Periodic visits with local businesses regarding their needs;
- Works with department heads, committees, and advisory boards on problem solving and researching Town issues;
- Serve as a public relations officer of the town government
- Represents the Town of Eagar regarding negotiations with other local entities such as the County, University, School Board, local property owners, on Town matters;
- Represents the Town of Eagar at governmental functions, both on a national and state level;
- Prepares annual budget with finance director and presents to the Town Council for approval;
- Takes part in economic development and tourism strategies and promotions.

MARGINAL FUNCTIONS

- Performs other duties as deemed necessary or assigned by the Town Council.

CERTIFICATIONS

- High school diploma or GED required;
- Bachelor's degree in public administration, business administration, or related field preferred or commensurate managerial experience.

TOWN MANAGER POSITION REQUIREMENTS

Experience: Minimum of three to five years prior and current experience in public administration as a Town Manager, Assistant Town Manager, or senior-level position. Past experience of individual must show a general knowledge in areas including municipal engineering and public works, parks and recreation, police and fire department functions, planning and community development principles and practices, community resources/human services, grants procurement and administration of economic development strategies, tourism promotion, and an understanding of state laws, including budget process, purchasing, and other related matters. Experience and knowledge in municipal accounting desirable. Prior knowledge in operation of public utilities, including improvements for water and sewer systems, preferred.

Education: Bachelor's degree in public administration, business administration, or related field preferred or commensurate managerial experience.

Technical Skills: Thorough knowledge of local government laws and regulations. A Strong working knowledge of all aspects of daily administration and management of a municipality are required. The ability to read and interpret written instructions, reports, records and forms, and excellent organizational, communication and public relation skills are required.

Problem Solving: This position requires frequent problem solving; the most frequent of them being handling citizens' concerns and complaints, and not having proper or complete information to make decisions.

Decision Making: This position demands the need for constant decision making.

Supervision: This position requires no supervision. The Town Manager has supervisory responsibility over all Town employees.

Financial Accountability: This employee is responsible for the financial accountability of the entire municipality.

Personal Relations: The Town Manager must have good written and oral communications with the Town Council. The Town Manager must be involved in community activities, must be able to develop good working relationships with federal, state and local governmental agencies, and intergovernmental agencies. He or she must be able to present a confident image of the Town to the community at large, must be able to demonstrate a positive, productive attitude to citizens and employees and be able to communicate well.

Working Conditions: The Town Manager or his authorized designee is subject to call at any time. Must be able to travel in response to Town needs.

Physical Requirements: Limited physical activity is required to perform the daily duties of this position.

The specific statements shown in each section of this description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.