

Town Manager

Nature of Work

This is complex professional and administrative work which involves supervising all operations of the Town government as outlined in the Town Charter, Town Code and as directed by the Mayor and Town Council. Work involves serving as the Town's chief administrative officer, the Town's personnel officer, and the Town's purchasing agent. Work involves a great deal of public contact and requires a significant amount of friendliness, tact, diplomacy and a professional appearance. This is an appointed position by the Town Council with work being performed under the general direction of the Mayor and Town Council who review the work through observation, regular meetings and results obtained.

Examples of Work

1. Coordinates, monitors, and controls departmental function to ensure operational efficiency and economical use of all resources.
2. Provides general supervision of the construction, maintenance, and operation of the Town water system, sewer system, sanitation, maintenance, police department, planning department, public works department, Town Treasurer, Town Clerk, streets, sidewalks, park, pool, public properties and shall have direct control over all work in connection therewith or as may be directed by the Mayor and Town Council.
3. Attends meetings of the Town Council and Planning Commission with the responsibility to counsel and advise; attends numerous other committee or board meetings and public hearings providing necessary information and recommendations when appropriate.
4. Keeps the Town Council advised of the financial condition and future needs of the Town and of all matters pertaining to its proper administration and makes such recommendations as deemed desirable.
5. Prepares and submits an annual budget to the Town Council in accordance with Chapter 2 "Administration", Section 2-161 "Preparation And Contents of Budget" of the Town Code, responsible for its administration after its adoption.
6. Prepares in a suitable form for publication and submits to the Town Council each year a concise, comprehensive report on the activities of the Town government during the preceding calendar year.
7. Presents adequate financial and activity reports as required by the Mayor and Town Council.

8. Arranges for an annual audit by a certified public accountant, works closely with the auditors during the audit process, arranges meeting with the auditors upon the completion and receipt of the audit.
9. Maintains and annually revises an inventory of personal property of the Town Council and its committees and provides a copy thereof to the Mayor.
10. Responsible for the maintenance of an inventory of all real property, easements, and rights-of-way owned by or leased to the Town, so as to show for each item its location, its cost if Town-owned, or its rental if leased to the Town, its current value, the department, office, or agency to which assigned of use, the insurance coverage thereon together with the amount of the annual premium and anniversary date, and the appropriate reference to deeds and leases of record; and if Town-owned property is leased, the name and address of the lessee and the terms of the lease. This inventory shall be revised during the month of January each year.
11. Complies with Chapter 2 “Administration”, Section 2-71 “Purchase and Acquisition of Supplies, Maintenance Items and Equipment” of the Town Codes, serves as the Town’s purchasing agent, disposes of all property not of further use to the Town upon the approval of the Mayor and Town council of the appropriate committee thereof, approves all invoices for payment.
12. Serves as the Town’s personnel officer, administers all the Town’s classification and pay plan, appoints or removes all Town officers and employees with the exception of the Chief of Police, Town Treasurer, Town Clerk and Town Attorney, makes recommendation when appropriate on the appointment and removal of any Council appointed employee.
13. Receives citizen requests and complaints and determines action necessary by the appropriate Town employee and/or department; works with citizens and business interest groups, and civic organizations to solve problems and assist with requests.
14. Assembles a listing of plans, goals and objectives for each department within the Town on an annual basis, reviews the listing with the Mayor and Town Council for their comments, recommendations and revisions.
15. Advertises bids for work to be done by contract when necessary; reserves the Town’s right to reject all bids and re-advertise; in emergencies, proceeds to do necessary work without the necessity of bid advertising; assures that the terms and conditions imposed in any franchise of contract are in the Town’s best interest.
16. Performs administrative duties necessary to ensure that the provisions of the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance and Subdivision Ordinance are enforced, delegates the responsibility for some of these duties as deemed appropriate.

17. Oversees the evaluation of employees in a fair and equitable manner that is a function of work done, work ethic and attitude over the whole year.
18. Prepares special reports, research reports, official correspondence, press releases, public hearing notices, job announcements, agendas, resolutions, ordinances, agenda information staff reports, etc...as necessary.
19. Reviews Town policies, procedures, rules and regulations and recommends improvements and adjustments to the Town Council.
20. Performs liaison activities to other local, state and federal agencies and organization as may be needed.
21. Promotes a public service attitude so that citizens are treated courteously and promptly, handles complaints in an expeditious and courteous manner and resolves them impartially.
22. Stays abreast of courses of action of the other local governments in relation to the Town's activities; stays abreast of amendments to the 1950 Code of Virginia, as amended, as they may relate to local government.
23. Serves as the Town's representative and liaison to various civic organizations, Town committees, county groups, councils and agencies as appointed by the Mayor and Town Council.
24. Prepares Town Council packets and gives them to appropriate staff member for assembly and distribution.
25. Prepares and submits grant/loan applications when appropriate for various capital outlay projects, maintains five year capital improvement plan of anticipated projects and equipment.
26. Discusses problems, projects, and concerns with department heads and staff, both formally and informally.
27. Develops productivity improvement and cost savings program.
28. Performs other such duties as may be prescribed by the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance, Subdivision Ordinance, 1950 Code of Virginia, as amended, and as directed by the Mayor and Town Council.

Requirements of Work

A college degree is preferred but not required. Candidates should possess at least 5+ years of progressively responsible experience in local government. Experience in public

works and financial management highly desirable or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

1. Extensive knowledge of the principals and practices of public administration and local government administration.
2. Comprehensive knowledge of the laws, ordinances, and regulations underlying a Town government and municipal corporation.
3. Thorough knowledge of municipal finance practices and procedures.
4. Knowledge of the Town Charter, Town Code, Personnel Rules and Regulation Manual, Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and the 1950 Code of Virginia, as amended, as it relates to the Town.
5. Ability to comprise clear and concise reports, memoranda and correspondence.
6. Ability to analyze problems and develop strategies for corrective action.
7. Ability to meet with the public and discuss problems, requests and complaints.
8. Ability to express ideas effectively, both orally and in writing.
9. Ability to coordinate, monitor, control, plan and direct the operations of Town government.
10. Ability to establish and maintain effective working relationships with the public, fellow employees, various civic organizations, committees, boards, agencies, news media and the Town Council.
11. Ability to present a favorable personal appearance.
12. Ability to operate sophisticated computer systems.

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Additional Requirements

1. Must be bonded or capable of being bonded.

Note

The Town of New Market is an equal opportunity employer and hires on the basis of individual merit and qualifications and without regard to race, color, sex, age, religion, national origin, political affiliation or handicap.

Last Updated: 11/22