

TITLE: Town Manager

DEPARTMENT: Town Manager

REPORTS TO: Selectboard

Pay/Grade: Salary/Grade 1

SUMMARY: The Chester Town Manager is the municipality's chief administrative officer and is responsible for the day to day operations of the Town. Pursuant to 24 V.S.A. Chapter 37, the Town Manager shall have general supervision of the affairs of the Town, be the administrative head of all departments and be responsible for the efficient administration thereof.

The Town Manager is supervised by a five member Board of Selectmen and has broad responsibility in the following areas: development and overseeing the town budget, financial planning and management, personnel administration, facility management, procurement, public works, community development and public relations.

EXAMPLES OF JOB DUTIES:

1. Ensure the efficient and effective delivery of town services under broad policy guidance from the Board of Selectmen.
2. Improve public relations between the Town of Chester and state, regional and local organizations. Represent the interest of Chester at the state, regional and local levels.
3. Marketing Chester as a livable community for families and as a viable community for business development is vital. Work with regional partners to market Chester.
4. Manage and supervise the following departments: police, fire, highway, water, wastewater, ambulance, administration, recreation and zoning.
5. Coordinate the activities of all town departments and foster communication and collaboration with independently elected town officers.
6. Supervise all hired and appointed personnel; plan and organize workloads and assignments; train and motivate staff. Perform at least annual evaluations of staff which results in a work plan. Review progress and direct changes as necessary.

7. Assist the Board of Selectmen with their policy making process by identifying unmet needs, analyzing possible solutions and providing the Board with professional advice.
8. Develop and manage the town budget including presentation of a proposed budget to the Board, monitoring revenues and expenses, performing cost control activities and administering a capital and bond planning programs.
9. Prepare an agenda and related materials for all Board of Selectmen's meetings and attend all meetings unless otherwise directed.
10. Serve as the principal representative of the Town in all matters including meeting with county, regional, state and federal officials unless otherwise directed.
11. Conduct research and develop recommendations on policy matters pending before the Board.
12. Regularly inform the Selectmen of the general affairs of the town including financial condition, departmental operations, activities of other boards and commissions, emerging policy issues, administrative actions and short and long range needs.
13. Subject to the town's personnel policy, recruit, hire, evaluate and supervises and, if necessary, disciplines and terminates town employees.
14. Supervise the repair, construction and maintenance of all town buildings and facilities.
15. Serve as the primary contact with the town attorney; coordinate communications between the Board of Selectmen, counsel and any relevant boards and commissions.
16. Serve as the Road Commissioner and Collector of Delinquent Taxes.
17. Supervise all town functions and departments in existence or created by act of the Board of Selectmen including any licensing systems not otherwise regulated by law.
18. Perform other duties as required by the Board of Selectmen or as situation dictates.

WORKING CONDITIONS: This position may require working long hours and frequently requires attendance at night meetings. Work is performed under typical office conditions and requires the ability to operate a computer, an automobile and standard office equipment

KNOWLEDGE, SKILLS & ABILITIES: A thorough knowledge of the principles and practices of municipal government administration are essential. In addition, a working knowledge of municipal finance, human resources, public works, public safety, community development and intergovernmental relations are necessary. Marketing Chester as a livable community for families and as a viable community for business development is a key part of this

position. Experience in marketing or related fields are required. The ability to prepare succinct analysis of complicated subject matter and identify possible solutions is equally as important. An ability to establish and maintain professional relationships with other town officials, community groups, governmental representatives and members of the public is a requirement. This position requires exceptional written and oral communication skills, as well as the ability to work as a team. This position requires a knowledge of computer operations including word processing, spreadsheet, database or other system software including NEMRC.

EDUCATION & EXPERIENCE: A BA in political science, governmental administration, business administration or related field with an advanced degree or equivalent combination of experience preferred. A broad base of technical knowledge and skills related to municipal government operations is required, as well as knowledge of the operations of Vermont municipal government, duties of municipal officials and State and Federal laws affecting municipalities.