

# ASSISTANT TOWN MANAGER

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Position Code: 3710

WC Code: 9410

FLSA Status: Exempt

Pay Grade: 363 (\$71,205 - \$111,361)

Location: Town Manager's Office

Approval Date: 2010

## **General Statement of Duties**

Plans, organizes and directs the work of assigned departments; assists the Town Manager in research, operations, budget preparation, capital need planning, intergovernmental relations and relate issues; serves in the absence of the Town Manger.

## **Distinguishing Features of the Class**

An employee in this class plans, organizes, develops and implements budgets, policies, research effort, special projects and other administrative activities in cooperation with the Town Manager, the Board of Commissioners and the department heads in the Town. Work includes supervising multiple assigned departments; developing policies and programs; researching data and trends; assisting the Manager with intergovernmental activities; handling public and media inquires; special projects and problem-solving; participating in planning and administering the capital and operating budgets for the Town. Work requires sensitivity to the needs of the total municipal organization, support to management in the research and budgetary tasks and use of sound judgment in maintaining confidentiality. Work is performed under the administrative supervision of the Town Manager and is evaluated through periodic conferences, observation of results achieved and review of records, reports and files.

## **Duties and Responsibilities**

Plans, organizes and directs the work of assigned departments; participates in long range planning, problem-solving, daily operational management issues and related activities.

Assists the Town Manager with a wide variety of management and intergovernmental relations issues, in the resolution of controversial or sensitive issues affecting government operations, special projects, research, problem-solving, media relations, citizen involvement, etc.; acts in the absence of the Town Manager.

Participates in the development of capital and operating budgets for the Town.

Researches and drafts policies for consideration and implementation by the Town Manager and Board of Commissioners.

Interprets, explains, responds and answers inquiries, complaints, Town ordinances and service requests from the general public, Board members, news media, Town staff and other private or public agencies

Prepares negotiates and administers contracts with service providers to the Town.

Coordinates and prepares special research reports on a wide variety of functions and issues for the Town.

Coordinates and negotiates real estate transactions, such as real estate appraisals, surveys, outside attorney, title work, Environmental studies, involving purchase of real estate; also involved in the disposal and sale surplus real property.

Recruits and evaluates assigned Department managers

Reviews legislative activity at the state and federal level for implications and impact on the Town; identifies items or issues on which the Board of Commissioners or Town Manager needs to contact the local delegation.

Serves as contact point for Federal and State governmental agencies, State and Federal Congressional delegation and staff, the Town's contracted Federal issues lobbyist.

Assists the Town Manager in developing agenda items, background materials and presentations for the governing body.

Represents the Town Manager in a variety of meetings, conferences, and governmental events at the local, state and federal level.

Performs special assignments at the Town Manager's discretion.

Serves as Town Manager when authorized during his/her absence.

Performs related duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Thorough knowledge of the theory, principles and practices of public, municipal and budgetary administration.

Thorough knowledge of the laws, rules and regulations which apply to policies and practices in the municipal sector.

Thorough knowledge of the trends, legislation, policies and regulations required of municipal government.

Ability to help develop long term plans and goals for the Town and provide management with target dates, costs and implementation strategies.

Ability to draft policies with appropriate justification and implementation strategies and procedures.

Ability to analyze facts, programs, trends and costs and make recommendations and comprehensive reports in oral and written forms.

Ability to communicate effectively with managers, other government officials, employees, the media and the general public.

Ability to maintain the confidentiality of all activities and management discussions.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of fingering, talking and hearing.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Must possess the visual acuity to analyze data and figures, operate a computer terminal and do extensive reading.

### **Minimum Education and Experience**

A Master's degree from an accredited college or university in public administration, business or related area and seven to ten years of experience in management, research, budgeting and related public sector activities; or an equivalent combination of education and experience.