|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | \\WADESBOROSVR\Shares\Nancy\town seal\121559.JPG | **Town Manager** | Class Code:  A - 27 |   Established Date: June 6, 2016  Draft Update: December 14, 2023 |
| |  |  |  | | --- | --- | --- | | **SALARY RANGE**  $93,057 - $134,421 Annually  FLSA Exempt | | | |  |  |  |   **GENERAL STATEMENT OF DUTIES**  Under the Council-Manager form of government, employee serves as chief administrative officer and performs highly responsible professional and supervisory functions in planning, organizing, supervising, directing and coordinating all municipal activities for the Town. Serves as Town Finance Officer and Town Budget Officer.  **DESCRIPTION**  An employee in this class plans, organizes, directs, supervises, and coordinates the overall operations of all departments to ensure the smooth, effective, efficient operation of municipal government. Employee serves as Town Finance Officer and is responsible for all related legal duties. Serves as Town Budget Officer. Supervises and appoints all Town personnel and is the final authority for all personnel actions. Serves as the ultimate working representative of the Town to other governmental entities, community groups, citizens, and the media. Makes recommendations to and carries out the policies of the Town Council.  Work is performed under the general direction of the Town Council and is evaluated through periodic conferences, observation of results achieved, and review of records. Employee is appointed by and serves at the pleasure of the Town Council.  **EXAMPLES OF DUTIES AND RESPONSIBILITIES**   * Directs and supervises the administration of all departments, offices, and agencies of the Town, subject to the general direction and control of the Town Council. * Keeps the Town Council advised of the financial condition and future needs of the Town; makes recommendations as he/she deems advisable. * Recommends to the Town Council adoption of such measures as the Manager deems necessary or expedient for the health, safety or welfare of the Town or the improvement of services. * Researches, develops and recommends policy alternatives to the Town Council; prepares any reports the Council may require concerning the operations of city departments, offices, and agencies subject to his direction and control. * Appoints, suspends, or removes all city officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies or ordinances as the Council may adopt; serves as the final authority for matters related to personnel supervision and actions. * Oversees the pay and compensation system of Town employees; recommends to the Town Council adoption of a pay and compensation philosophy and policy, which will guide the administration of the compensation system. * Conducts performance reviews on the appropriate personnel. * Develops, presents, and administers the annual operating and capital budgets to include reviewing departmental fund requests, performing budget analysis, developing and presenting budgetary recommendations, and ensuring the satisfying of all legal requirements. * Consults with department heads, the Town Council, legal staff, state officials, community entities, and other contacts as necessary. * Makes on-site visits to observe departmental activities to assess operational efficiency and effectiveness. * Represents the Town in a variety of meetings, conferences and other governmental functions at the local state and federal level; represents Town in interaction with the citizens, other agencies, media, private business, non-profit entities, community groups, and other governmental units at various local, state and federal levels. * Interprets, explains, and answers questions on Town ordinances for the public, news media, and Town staff. * Reviews administrative practices, identifies the need for any change, and leads any change. * Consults with the Town Attorney regarding legal affairs. * Works with the Town Staff and Town Council to develop agenda items, background materials, and presentations for the governing body. * Requests proposals from insurance entities and selects insurance coverage for the Town as the Town Manager deems appropriate in his/her sole discretion. * Serves as the Town Finance Officer and performs related legally mandated duties; invests idle funds and manages the financial affairs of the Town in working with the Office/Accounting Manager. * Serves as Budget Officer. * Selects a Certified Public Accountant/Auditor each fiscal year to prepare the Town financial statements, conduct an audit, and an otherwise complete report of the finance activities for the preceding fiscal year as provided by the law; submits this related work product to the Town Council and makes available to the public. * Powers as duties as described in N.C. General Statute § 160A‑148.   **ADDITIONAL JOB DUTIES**   * Attends all meetings of the Wadesboro Town Council. * Attends various meetings, conferences and seminars to keep abreast of the developments in local government administration. * Performs related duties as needed and/or directed by the Town Council.   **KNOWLEDGE, SKILLS AND ABILITIES**   * Considerable knowledge of the theory, principles, and practices of public, municipal, and budgetary administration. * Considerable knowledge of the laws, rules, and regulations which apply to policies and practices in the municipal sector. * Considerable knowledge of the trends, legislation, policies, and regulations being required of municipal government. * Considerable knowledge of the laws, principles, practices and techniques of governmental budgeting and accounting in municipal administration, and of federal, state, and local laws and policies governing fiscal operations. * Considerable knowledge of the principles and practices of public administration. * Considerable knowledge of supervisory, management, and administrative principles and practices. * Ability to effectively plan, supervise and coordinate the activities, personnel, and functions of a municipal operation. * 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 problem-solve in difficult circumstances with limited resources and significant conflict. * Ability to analyze facts, programs, trends, and costs and develop recommendations and comprehensive reports in oral and written forms. * Ability to community effectively with managers, other government officials, employees, and the general public; ability to speak in public. * Ability to maintain the confidentiality of certain activities and management discussions where appropriate. * Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies. * Ability to take notes of the proceedings of official meetings and to prepare accurate minutes reflecting the actions taken. * Ability to communicate effectively in oral and written forms. * Ability to operate a computer terminal, business software, and a working knowledge of informational technology. * Ability to establish and maintain effective working relationships with elected and appointed officials, department heads, employees, and the general public. * Ability to deal courteously yet firmly with the public. * Ability to effectively communicate, motivate, train, and supervise subordinate personnel. * Excellent communication and organization skills. * Ability to review and analyze current policy, practices, and procedures, identifying problem areas or necessary changes.   **PHYSICAL REQUIREMENTS**   * Must be able to physically perform the basic life operational support functions of reaching, standing, walking, pulling, lifting, fingering, talking, hearing, and repetitive motions. * 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 prepare and analyze data and figures, operate a computer terminal and related software, do extensive reading, perform accounting, perform transcription tasks, to operate a motor vehicle, and perform visual inspections of work done in relation to Town services.     **MINIMUM AND PREFERRED QUALIFICATIONS**  Graduation from an accredited college or university with a bachelor’s degree in public or business administration, management, or civil engineering (or related field). Prefer possession of a Master’s of Public Administration.  Considerable experience of an increasingly responsible nature in local government administration. Prefer some experience in local government finance and accounting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities. Per N.C. General Statute § 160A‑147, the employee will be appointed solely on the basis of his or her executive and administrative qualifications.  **SPECIAL REQUIREMENTS**  Possession of a valid North Carolina driver’s license. Prefer primary residency within the Wadesboro city limits within a reasonable time frame after start date as determined by the Town Council. |