

**TOWN OF RICHMOND
JOB DESCRIPTION
TOWN MANAGER**

Job Title:	Town Manager	Classification:	Exempt
Department:	Administration	Other:	
Reports To:	Richmond Select Board	Supervises:	All Staff
Position Type:	Full-time		

GENERAL SUMMARY: The Town Manager is appointed by and directly responsible to the Select Board and shall perform those duties as may be directed by the Board. Work involves responsibility for personnel administration including performance evaluation; hiring, terminating and discipline; administering compensation and personnel policies; maintaining liaison with Department Heads, general public, businesses, civic groups and State and Federal agencies; developing administrative procedures and insuring adherence to same; overseeing the receiving, dispensing and accounting for all Town moneys; overseeing the annual preparation of the budget, Town Meeting Warrant and Town Report; identifying the service and policy needs of the community and bringing same to the attention of the Board. This employee is also charged with the maintenance of sound positive public relations between the Town and its citizens, other governmental agencies, and the various boards, commissions and committees of the Town.

ESSENTIAL JOB FUNCTIONS:

- Advocates on behalf of the Town in a range of areas.
- Implements the policy directives of the Select Board.
- Attends meetings of the Select Board, preparing agendas and providing supporting documents and information pertinent to the agenda items.
- Identifies needed programs for recommendations to the Select Board.
- Attends meetings, conferences and conventions on the behalf of the Town.
- Processes and resolves citizen concerns and complaints.
- Develops and implements administrative policies and procedures.
- Supervises the job performance of all departments and evaluates and directs the Town's employees.
- Monitors the budget and all financial affairs of the Town; works closely with the Select Board, Deputy Treasurer, other department heads, and the Budget Committee in the development of a comprehensive budget and work program.
- Negotiates contracts, capital acquisition, goods and commodities.
- Directs and consults with various contract professionals such as Town Attorney, Engineers, Auditors, and Network Administrator.
- Prepares for and serves as the representative of the Select Board on a variety of boards, committees and commissions.
- Serves as purchasing agent.
- Delegates tasks to other employees as appropriate.
- Identifies policy and service needs and issues requiring Board of Selectmen action; implements programs to meet needs as directed.
- Attends meetings, conferences, and conventions on behalf of the Town.
- Maintains regular, predictable, and reliable attendance.

- Maintains excellent communication and fosters a collaborative working environment with all boards, committees, departments as well as with the public.
- Places an emphasis on safety, efficiency, quality, and productivity.
- Follows all Town and Department policies.

The Town Manager shall perform other duties not explicitly stated in this document at the discretion of the Select Board.

KNOWLEDGE/SKILLS

- Knowledge of municipal management and programs with the ability to identify community problems and opportunities, find solutions and use effective decision-making processes.
- Knowledge of municipal financial management, accounting procedures, budgeting and investments, purchasing policies.
- Thorough knowledge of principles of personnel administration.
- Knowledge of the range of municipal capital needs and equipment.
- Working knowledge of State, Federal and non-profit programs, including the development of grant applications and project administration.
- Conflict resolution and public relations skills.
- Microsoft Office Suite, and other applicable software skills.

ABILITY TO:

- Establish and maintain effective working relationships with all employees, town officials, vendors/contractors, and the general public.
- Assist citizens in resolving complex issues and problems.
- Identify opportunities and to help the town set goals and objectives.
- Supervise in a positive, respectful, and consistent manner while holding individuals accountable for their performance and behavior.
- Exercise conflict resolution skills and manage public relations.
- Mentor employees and provide guidance and opportunities for growth.
- Use independent judgment, problem solve and collaborate in order to accomplish tasks.
- Make timely and appropriate decisions.
- Provide a high level of customer service to both internal and external customers.
- Communicate professionally and effectively, both oral and in writing, including research and reporting.
- Listen and accept constructive feedback.
- Be goal oriented, a self-starter, and proactive.
- Attend any required or recommended training.

MINIMUM REQUIREMENTS

Experience and Education/Training:

- Bachelor's degree in a related field
- 5-10 years of progressive experience in municipal government, or an equivalent combination of education and experience.
- Special consideration will be given to applicants with a master's degree in public administration.

Licenses/Certifications/Other:

- Valid driver's license

WORK ENVIRONMENT/PHYSICAL DEMANDS:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public. Physical surroundings vary with exposure to all conditions, including any elements under demanding and stressful circumstances.

Physical Demands - While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Regular physical activity required including walking, standing, stooping, pushing, and pulling. Ability to lift, carry, and position objects utilizing proper body mechanics and techniques: up to 25 pounds above shoulders. The employee must be capable of working a long duration of hours, including night meetings.

The above statements are intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required.

External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

Employee Signature:

Date: