

JOB TITLE: Town Administrator

ORGANIZATIONAL RELATIONSHIPS:

Reports to: Mayor
Town Council

Supervises: Director of Public Works
Director of Finance
Zoning Administrator

PRIMARY FUNCTIONS:

Assumes responsibility for the planning, organization, direction, and coordination of the day-to-day operations of the Town. Serves the Mayor and Council by providing recommendations and reports to guide policy decisions. Responsible for the implementation of actions as directed by the Mayor and/or Council. Supervises the enforcement of the Town Code and assures that all Town activities are in compliance with the legal requirements of County, State or Federal authorities. Provides leadership for all Town employees and acts as the Town's representative as may be assigned or required. Works to provide effective and beneficial direction for the future of the Town of Manchester.

REQUIRED EDUCATION/KNOWLEDGE

Requires a high school diploma with evidence of advanced training in business, accounting, or related fields. A degree in management, business, or finance is advantageous. Must have acquired at least two (2) years experience with municipal government. Must have experience with budget development and experience in data processed accounting with a working knowledge of zoning requirements. Must possess good organizational skills and have experience with employee supervision. Requires skill in both oral and written communications. Good human relation skills are essential.

DUTIES:

1. Assumes responsibility to ensure that municipal operations are directed to make the Town of Manchester as clean, pleasant, safe, and orderly a community as may be possible.
2. Assumes responsibility to ensure that all policies of the Council are carried out and that the Town government and all citizens abide by all applicable provisions of the Town Code.
3. Attends all Council meetings. Provides information and policy recommendations to the Mayor and Council.
4. Submits to the Mayor and Council monthly reports, such as, but not limited to, Administration Status, Public Works Status, Water Supply Status and other reports as required.
5. Analyzes all areas of the Town's municipal operations to ensure efficiency. Makes necessary administrative changes and recommends policy changes to the Mayor and Council.

6. Assumes responsibility for the Town meeting all reporting requirements of County, State and Federal agencies in a timely manner. Establishes a good working rapport with these agencies and works cooperatively with other municipalities and the Maryland Municipal League.
7. Signs checks and necessary financial documents as have been approved through Council budgetary actions. Ensures that the annual budget appropriations are not exceeded.
8. Directs the annual budget preparation, including long-range capital planning, projections of revenues and debt repayment plans for the General Fund budget and the utility funds.
9. Ensures that the Town's financial operations are performed in an efficient manner and according to accepted government accounting practices and audit methods.
10. Ensures that all taxable property within the Town is assessed and that collection of all taxes, special assessments, license fees, fines and other revenues due the Town are collected. Does not personally handle such moneys.
11. Assumes the responsibility for the proper handling of all Town deeds, contracts and agreements and the proper storage of these documents as well as all Town records.
12. Ensures that the Town Code is kept accurate and up to date.
13. Works with the Town Attorney as may be required in obtaining necessary legal advice.
14. Attends meetings of the Board of Zoning Appeals and the Planning and Zoning Commission, as needed.
15. Makes on-site visits to ensure new building is proceeding in compliance with approved plans and/or Code.
16. Serves as the Town's Code Inspector with the assistance of the Zoning Administrator. Ensures on-site inspections of existing structures to monitor zoning compliance.
17. Conducts monthly inspections of all areas of the Town for Code violations. Reports violations to the Mayor and Council. In conjunction with the Zoning Administrator will prepare notification letters and recommends appropriate actions in cases of non-compliance.
18. Promotes citizen involvement in Town activities. Provides recommendations for citizen appointment to Boards and actively promotes the activities of business, civic and community groups.
19. Directs assigned employees in accomplishing necessary daily or long-range work objectives in Town operations. Assumes the responsibility to appoint, to suspend and to remove all Town employees with the approval of the Mayor and Council, except for the Director of Finance, the Police Chief, and members of the Police Department.

20. Reviews employee's job descriptions with work responsibilities and oversees plans for employee safety and development programs.
21. Establishes employee performance standards and evaluates supervised employees. Ensures that all Town employees are evaluated annually. Provides information/recommendations on promotion, merit raises, and dismissal.
22. Recommends selected new employees to the Council according to their ability to meet job requirements, except for the Police Department.
23. Trains employees to develop technical expertise and good work habits in their responsibilities. Works to ensure that employees will be prepared to assume promotional opportunities.
24. Conducts monthly Supervisory meetings and quarterly or semi-annually employee meetings to provide pertinent information, to develop interest and enthusiasm for various current programs and to solicit employee concerns regarding their employment.
25. Shows a personal interest in employees and assists in self-development. Creates an atmosphere of mutual cooperation, pride and responsibility in achieving the Town's work objectives.
26. Reviews and suggests revision to the Town's Personnel Policies. Ensures that these policies are applied fairly and accurately.
27. Helps promote and develop safety policies, procedures, and practices in all areas of Town operations.
28. In conjunction with the Director of Finance, be responsible for administering and coordinating the Town of Manchester Substance Abuse Policy/Procedures and maintain such records.
29. Personally, and officially represents the Town by participating in community affairs. Works to foster a positive image of the Town in all public contacts.
30. Performs all tasks including the operation of Town vehicles and equipment in a safe manner and will observe all safety precautions, rules and regulations and will attend and assist with staff safety meetings.
31. In order to keep the Town of Manchester a safe and healthy community will document and follow-up on any code violations, such as, but not limited to, tall grass, trash and debris, untagged vehicles and nuisances.
32. Will report any suspicious activity whether on Town of Manchester property or not to law enforcement.
33. Will report any destruction of property to Town equipment or facilities to law enforcement.

34. Will verify and sign weekly timecards for supervised employees and may be required to sign employees' timecards in the absence of the employee's direct supervisor.
35. Constantly strives for self development by:
 - Attending management, staff, or other training meetings,
 - Attending community and promotional meetings, when possible,
 - Keeping abreast of new trends in management, financing, and government administration.
36. Works a 40-hour week.
37. Performs other duties and services as may be assigned by the Mayor and the Council.