

# Town Manager Job Description

## Town of Portage Lake

---

### **Nature of Work:**

This is a leadership & administrative position which manages the affairs of the Town of Portage Lake under the direction of the Board of Selectpersons in keeping with Municipal Ordinances, the Laws of the State of Maine and the laws of the United States. This employee is appointed by the Board of Selectpersons. Duties include but are not limited to:

1. Receive, dispense and account for all monies of the Town, except the School Department.

2. He/she shall act in the capacity of the Board of Selectpersons on municipal, state, federal and other policy issues affecting the Town.

3. In charge of Human Resources; responsible for personnel hiring, supervision, evaluation, and discipline for those positions brought under his/her authority by order of the Board of Selectpersons. The Manager is also the overall supervisor of each department, a person to which the Department Heads should go with suggestions, complaints, or general questions.

4. Administer and advise on the personnel policy and any rules adopted by the Board of Selectpersons for those positions included therein.

5. Liaison for any and all Town insurances, including employee health, Worker's Comp, and volunteer insurance

6. Responsible for annual preparation of a proposed budget and work program for the Town and is responsible for the administration of that budget after it has been adopted by the Legislative Body of the Town at the Annual Town Meeting.

7. He/she helps the Town Clerk prepare the Annual Report of the previous year's activities for presentation to the Board of Selectpersons and citizens of Portage Lake. This report will contain a complete record of the finances and administration account of the Town for the preceding year.

8. Annually assists the Board of Selectpersons in salary negotiations of all employees.

9. Identifies services, safety and policy needs of Portage Lake. He/she has the responsibility for the development of programs or action, approved and

directed by the Board of Selectpersons, to meet the identified needs of the community.

10. Maintains sound, positive public relations between the following:

- A. The Town and its' citizens and visitors
- B. The Town and the media;
- C. The Town and other governmental agencies
- D. The Town and local clubs, organizations & businesses
- C. The Town and the various boards, committees and commissions that make up Portage Lake's town government.

11. Performs other duties as may be directed by the Board of Selectpersons.

**Other Duties Include:**

- \*Purchasing agent for all municipal departments, and oversees any bid process
- \*Maintains administrative organization of the Town to ensure efficiency of operation in all departments
- \*Carries out directives of the Board of Selectpersons
- \*Attends meetings, conventions, and trainings on behalf of the Town
- \*Processes citizen complaints
- \*Provides information to state agencies as requested or required
- \*(If the Manager is also the Treasurer) Prepares quarterly reports of the Town's financial activities for the Board of Selectpersons
- \*Actively seeks and prepares state & federal grant requests and administers state & federal grant programs if approved
- \*Supervises office staff in all areas of work function
- \*Maintains liaison between the Board of Selectpersons and various boards and commissions appointed by the same
- \*Ensures the Town is seen in a positive way and finds solutions to problems as needed

**Requirement of Work:**

- \*Ability to work efficiently and effectively, and act independently and without precedent as needed
- \*Ability to manage many projects at once and perform routine clerical tasks

- \*Ability to direct, supervise, discipline as needed and motivate staff
- \*Ability to effectively communicate orally and in writing
- \*Ability to make thoughtful decisions in a timely manner
- \*Ability to be creative and analytical, and possess reporting & research skills
- \*Ability to listen to and accept constructive criticism
- \*Ability to react quickly to changing situations which may be physically and/or mentally taxing
- \*Possess conflict resolution skills
- \*Thorough knowledge the following (training provided if needed):
  - I. Municipal management and community problem solving skills
  - II. Municipal government programs
  - III. Municipal financial management and accounting procedures, and ability to perform these duties
  - IV. Budgeting and investing
  - V. Principles of personnel administration, including collective bargaining

**Education & Training Required:**

Manager must be a graduate of an accredited college or university program in a management related field OR prior experience as chief administrative officer in a business or municipal government, or any equivalent combination of experience and training in management