



Job Title: Town Manager

Department: Administration

Reports to: Mayor and Board of Trustees

Supervises: All Staff and Directors

Status: Exempt

Summary: Directs and coordinates administration of Town government in accordance with policies determined by Town Board of Trustees by performing the following duties personally or through subordinate department heads and/or supervisors. The Town Administrator is appointed by and directly responsible to the Board of Trustees, and serves at the pleasure of the Board.

Essential Duties and Responsibilities:

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Appoints department heads and staffs as provided by state laws or local ordinances;
- Supervises activities of departments performing functions such as land and economic development activities, law enforcement contract management, construction of public works, and purchase of supplies and equipment;
- Oversees annual budget and submits estimates to authorized elected officials for approval;
- Prepares necessary contracts;
- Plans for future development of urban and nonurban areas to provide for population growth and expansion of public services;
- Recommends zoning regulation controlling location and development of residential and commercial property, in conjunction with the Planning Director;
- Directs activities to develop and update master plans for infrastructure;
- Represents the Town and Board of Trustees at meeting of other governments, agencies, and organizations;
- Other duties as assigned.

Knowledge, Skills and Abilities:

Knowledge of:

- The principles and practices of public administration;
- Research techniques, methods and procedures;
- Modern office management principles and practices;
- The principles and practices of municipal budget preparation;
- Statistical and financial analyses, and presentation;
- A general understanding of municipal and urban planning as it pertains to land development;

Ability to:

- Organize, allocate, coordinate and review the work of subordinates engaged in routine and complex clerical or research work;
- Analyze, interpret and report research findings;
- Establish and maintain effective working relationships with employees, municipal officials and the public;
- Follow written and oral instructions;
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- *Analytical* - Synthesizes complex or diverse information; designs work flows and procedures.
- *Design* - Generates creative solutions; demonstrates attention to detail.
- *Problem Solving* - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations.
- *Project Management* - Develops project plans; communicates changes and progress; manages project team activities.
- *Customer Service* - Manages difficult or emotional customer situations; meets commitments.
- *Interpersonal* - Maintains confidentiality; remains open to others' ideas and tries new things.
- *Oral Communication* - Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation skills; participates in meetings.
- *Team Work* - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; able to build morale and group commitments to goals and objectives; recognizes accomplishments of other team members.
- *Written Communication* - Writes clearly and informatively; varies writing style to meet needs; able to read and interpret written information.
- *Change Management* - Communicates changes effectively; builds commitment and overcomes resistance; monitors transition and evaluates results.
- *Delegation* - Delegates work assignments; gives authority to work independently; sets expectations and monitors delegated activities.
- *Leadership* - Exhibits confidence in self and others; effectively influences actions and opinions of others; inspires respect and trust; mobilizes others to fulfill the vision.
- *Managing People* - Includes staff in planning, decision-making, facilitating and process improvement; makes self available to staff.

- *Visionary Leadership* - Displays passion and optimism; inspires respect and trust; mobilizes others to fulfill the vision.
- *Ethics* - Treats people with respect; works with integrity and ethically; upholds organizational values.
- *Strategic Thinking* - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses.
- *Adaptability* - Adapts to changes in the work environment; manages competing demands; able to deal with frequent change, delays, or unexpected events.
- *Innovation* - Displays original thinking and creativity; meets challenges with resourcefulness; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.
- *Judgment* - Exhibits sound and accurate judgment; includes appropriate people in decision-making process.
- *Motivation* - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles.
- *Planning/Organizing* - Sets goals and objectives; develops realistic action plans.
- *Professionalism* - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position.

Education/Experience:

- Four year degree or equivalent; and/or four to ten years related municipal experience and/or training; or equivalent combination of education and experience.
- Valid Colorado Driver's License.

Language Ability:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference,

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have knowledge of MS Word and MS Excel and Access spreadsheet software as well as numerous specialized programs for municipalities.

Certificates and Licenses:

No certifications needed

Supervisory Responsibilities:

Directly supervises Town employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. While performing the duties of this Job, the employee is regularly required to sit. The employee is frequently required to talk or hear. The employee is occasionally required to stand and walk.