

TOWN MANAGER

Nature of Work

This is a responsible leadership and administrative position which manages the affairs of the Town of Madison under the direction under the Select Board in keeping with the town ordinances, the laws of the State of Maine and of the United States.

This employee is an officer of the town and serves as the purchasing agent, personnel director and finance officer. As purchasing agent this employee is responsible for the acquisition and purchase of all town goods and materials and services. As personnel director, this employee is responsible for all personnel functions including policies, procedures, recruitment and hiring process, performance evaluation, discipline, dismissal and compensation practices. As chief financial officer, this employee is responsible for the accounting of and investments of town funds. The manager is responsible for the municipal budget; municipal finance; administrative policies and procedures; and the preparation of the annual town report and annual town meeting warrant.

The manager is responsible for the annual preparation of a proposed budget and work program for the town and is responsible for the execution and administration of that budget after it has been adopted. This employee prepares an annual report of previous years, activities for presentation to the Select Board and the citizens of Madison. This report contains a complete report of the finance and administration accounts of the town for the preceding year. This employee has responsibility for all personnel functions. The manager shall act in such capacity as the Select Board may direct on municipal, state, and federal and other policies and issues affecting the town. The manager is charged with identification of the Select Board to meet the identified needs of the community. As such the manager is responsible for staffing, researching, and implementing special projects. The manager is charged with the maintenance of sound positive public relations between the town and its citizens and between Madison and other governmental agencies and between the various boards and commissions that make up Madison town government.

The person in this position performs such other duties as may be directed by the Select Board.

Examples of Work (Illustrative Only)

Is responsible for the development of a comprehensive budget and work program the presentation and execution of the budget and work program.

Is responsible for all personnel functions including recruitment and selections; classification and paid plan administration; performance evaluations; labor relations and negotiations; discipline and dismissal and other routine personnel matters.

Carries out the directives of the Select Board

Processes citizen complaints.

Maintains a sound public relations posture between the town, its citizens and the press and area businesses and agencies; represents the town to a variety of organizations such as: Maine Municipal Association, Kennebec Valley Council of Governments, Maine Historical Presentation Committee, State Housing Authority Advisory Board, Kennebec Valley CAP, Somerset County Commissioners, and the Somerset County Economic Development Corporation.

Maintains liaison between the Select Board and various boards and commissions appointed by same.

Maintains consistent communication with other elected boards in the community such as: MSAD59 Board of Directors, Madison Electric Works Board of Directors, Anson-Madison Sanitary District Board of Directors, and Anson-Madison Water District Board of Directors.

Attends Select Board meetings, preparing agendas and providing supporting documents and information pertinent to agenda time.

Oversees the preparation of the Town Meeting Warrant, schedules venue and moderator.

Advise Select Board on policy considerations.

Identifies need of programs and resources for accomplishing those programs for recommendation of the Select Board.

Attends meeting and conventions on behalf of the town.

Prepares reports of the town's financial activities and condition.

Maintains liaison with and makes referral to various local, state, and federal agencies.

Is responsible for the town's investment program; prepares careful analysis; determines amount to be invested; selects investment options which best fit the needs of the town; monitors the town's investment service agreement with local bank.

Prepares state and federal and other applications.

Oversees grant and contracted activities.

Maintains records and prepares a wide variety of reports.

Serves as purchasing agents for all town purchase of goods and services including preparation for bids specification and review of bids.

Performs special projects at the direction of the Select Board including items such as bidding for insurance; consolidating investments; preparing equipment specifications.

Requirements of Work

Thorough knowledge of municipal management, municipal government program, community problems, and decision-making processes.

Thorough knowledge of the state statutes relating to the duties and responsibilities of tax collectors, treasurers, road commissioners and overseers of the poor (general assistance).

Thorough knowledge of the state and federal laws affecting the governance of municipalities.

Working knowledge of state and federal programs and decision-making processes.

Ability to communicate effectively, orally and in writing including research capability and reporting ability.

Ability to maintain positive internal relations and to direct, supervise, and motivate staff.

Ability to organize and use time effectively and to be creative and analytical.

Ability to listen and accept criticism; must possess conflict resolution skills and public relations skills.

Thorough knowledge of municipal financial management, accounting procedures, budgeting and investment in electronic, data processing environment.

Working knowledge of electronic data processing systems.

Thorough knowledge of principles of personnel administration.

Ability to establish and maintain effective working relationships with other town officials and the general public.

Skill in resolving conflicts, problem solving, and decision making.

Ability to work in a team environment and maintain effective working relationships with other employees, be consistent in dealing with people; actively listen and be sensitive to others' concerns, with or without being directly involved.

Must exclude personal bias from work performance, exercise tact and diplomacy, and strive to promote and maintain a cooperative workplace atmosphere.

Desirable Experience and Training

Considerable experience in responsible position of a managerial nature preferable in local government; a strong background in financial management, accounting, budget preparation, administrative and organization development and strong human relation skills; a degree in public administration or business administration or related field or preferably a master's in public administration or business administration.

Necessary Special Requirements

Preferably must possess or be able to obtain Maine Town, City and County Management Association (MTCMA) certification.