

TOWN MANAGER

Signal Mountain, a bedroom community of Chattanooga, TN, is seeking a qualified applicant for the position of town manager. The town manager serves as the chief administrative officer in a full service community of 8,000 citizens with a council-manager form of government and a 10.3m budget. The town was recently named the #1 city in Tennessee to raise families by Bloomberg Businessweek. The town manager is responsible for the day-to-day operations of the town and abiding by the ordinances and policies of the 5-member elected council. The town's administrative structure includes 8 departments, 90 permanent employees, and 14 volunteer boards. Minimum qualifications include a BS/BA in public administration or related field with a minimum of 3 years experience as a town manager, MS/MA in public administration or a related field with experience in local government, or 7 years experience as a department head with management experience as a town manager or assistant manager. Applicants must possess proven management, leadership, team building, communication, and municipal finance skills. For information about the community of Signal Mountain, go to www.signalmountaintn.gov. Letters of interest with resumes, salary expectations and references will be accepted until April 12. Applicants should submit information to Margaret Norris, 600 Henley Street, Suite 120, Knoxville, TN 37996-4105 or email margaret.norris@tennessee.edu.

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Town of Signal Mountain Position Description

Title: Town Manager

Purpose:

The Town Manager is the Town of Signal Mountain's chief administrative officer and has general supervision over the affairs of the town. Pursuant to the Town Charter of Signal Mountain, the Town Manager shall be the administrative head of all departments. The Town Manager functions as the liaison between the Town Council and the residents of the Town and is responsible for the efficient and effective administration of Town government as well as for ensuring high quality services for its residents.

The Town Manager has broad responsibilities in the following areas: developing and overseeing the Town budget, financial planning and management, personnel administration, facilities management, public works, public and employee safety, community and economic development, and public relations.

This position is under the supervision of a five-member Town Council.

Fair Labor Standards Act Service:

Exempt.

Essential Functions of the Job:

Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position nor does every position allocated to the job necessarily perform every duty listed.

Develop and manage town budget and funds, including the presentation of the proposed budget to the Town Council, monitoring of revenues and expenses to ensure compliance with budget, performing cost control activities, approving expenditures, and administering a capital-planning program.

Develop recommendations for revenue projections; review and refine projections; analyze Town debt capacity; recommend debt structures with least fiscal impact to Town's bond rating; review all proposed Town expenditures for reasonableness; analyze potential Town revenue sources; analyze emerging trends and recommend corrective action if necessary.

Ensure that all contracts with the Town, including public franchises, are faithfully kept and performed and upon knowledge of any significant violation thereof, to call same to the attention of the Town Council.

Responsible for all Town purchasing, but may delegate duty to an appointed subordinate. Ensure that competitive prices for all purchases and public improvements are obtained whenever practicable and in accordance with procedures and regulations established by

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ordinance. Oversee preparations and advertising of all bids and requests for proposals as necessary.

Manage employees and supervise staff, implementing staffing standards according to Town policy, selecting or recommending selection; organizing, assigning, and evaluating work; training, and motivating; counseling; terminating and/or recommending termination.

Maintain and update town's classification plan to reflect employee positions and class in which each position is allocated; examine the nature of the position classes; periodically review the entirety of the plan and recommend appropriate changes in allocations or in the plan itself to the Town Council.

Maintain and update town's pay plan through comparative studies of factors affecting the level of salary ranges; recommend appropriate modifications as necessary in employee pay rates for each class to Town Council.

Provide supervision of Town activities, processes or programs to achieve the goals set forth by the Town Council within available resources. Coordinate activities among all departments to ensure the most efficient and effective use of town resources. Foster communication and collaboration with all Town supervisors and employees and residents of the Town.

Provide, administer, and implement a job safety program for all departments, emphasizing safe work practices and use of personal protective equipment according to established standards and town policy. Provide guidelines for monitoring safety performance with incentive/disciplinary actions for infractions up to dismissal for repeat infractions.

Support and advise the Town Council by overseeing the preparation of a variety of studies, reports and related information to inform the Council's policy-making process. Make presentations on a variety of topics relating to the operation of the town. Advise the Town Council of financial conditions, administrative activities, and current and future town needs.

Support, advise, and consult with town commissions and boards; make presentations to same and others on issues, problems, policies, and procedures related to the Town. Serve as the principle representative of the town on local and regional boards, including meetings with county, regional, state, and federal officials.

Participate broadly in community affairs and team with Town Council to refine and implement town policies, procedures and practices to ensure its success as a public service organization, providing efficient and effective delivery of quality services to citizens.

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Serve as primary contact with the Town Attorney and coordinate communication between Council and any relevant boards or commissions.

Supervise preparation of agenda and related materials for all Council meetings; attend all meetings unless otherwise directed.

Ensure that all laws, ordinances, provisions of the Charter and acts of the Town Council subject to enforcement by the Town Manager or by officers subject to his or her direction and supervision are fully executed.

Perform other duties as necessary.

Required Knowledge, Skills and Abilities:

Knowledge of town ordinance, state and federal laws, rules, regulations, policies and procedures.

Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, public safety, public welfare, and community development.

Ability to prepare and administer municipal budgets; analyze and understand municipal financial records and reports.

Ability to communicate effectively, both verbally and in writing, in order to establish and maintain effective working relationships with the staff, Town officials and the public; and, ability to encourage cooperation and teamwork among staff.

Ability to plan, organize and direct the work of others; manage a large organization with a variety of municipal programs and functions.

Ability to interact with the public and media in a variety of situations, including those that may be sensitive or difficult.

Ability to perform highly responsible professional, technical and administrative work, dealing with delicate, confidential and controversial matters on a continuing basis.

Equipment:

Automobile, computer and software programs, fax machine, copier and office equipment.

Educational and Experience Requirements:

A Bachelor's degree in public administration or related field with a minimum of three (3) years experience as a Town Manager, MS/MA in public administration or a related field with experience in local government, or 7 years experience as a department head with management experience as a Town Manager or Assistant Manager.

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Problem Solving Requirements:

Solve a wide range of complex, multi-disciplinary problems, which require long-term organization-wide planning.

Writing Skills Required:

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

Speaking/Presentation Skills Required:

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Negotiate with outsiders in sensitive and complex situations.

Job Related Communication:

Within the department—daily

With employees in other departments—daily

With employees in other organizations—daily

With the public—daily

Planning and Scheduling:

Extensive—a substantial level of planning responsibilities exists, usually affecting numerous employees and activities and requiring a significant amount of time.

Difficulty of Work:

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

Assignment of Work:

General guidance allowing for employee planning of procedures and methods to attain objective.

Effect of Work Errors:

Significant. Errors may cause delays in work or losses of revenue or expenditures, public confidence, and unjustified work time.

Supervisory or Management Responsibilities:

Supervises a town with a staff 70 employees both supervisory and non-supervisory.

Working conditions:

On average 20 percent standing, 30 percent walking, and 50 percent sitting.

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Approximately 0-20 lbs may be required for lifting.

Lifting frequency—some

Bending—some

Pushing and/pulling loads – some

Reaching over head—some

Kneeling--some

Crawling—none

Climbing ladders—none

Mental/Visual Effort:

Typing/CRT—very frequent

Attention to detail—very frequent

Monitoring equipment—some

Detailed inspection—very frequent

Transcription/proofreading—frequent

Adverse Conditions:

Exposure to temperature extremes—none

Dangerous equipment—none

Chemicals—none

Noise—none

Physical effort/risk—none

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