

TOWN OF BLOOMFIELD
TOWN MANAGER

Department: Town Manager

Exempt

Grade: NA

Position Purpose:

The purposes of this position are to plan, administer, organize, develop and supervise all Town Departments as identified in the Town Charter. He/she reviews all municipal functions and implements policies as directed by the Town Council. The Town Manager serves as the Chief Executive Officer. He/she has hiring and termination authority for all Town positions; prepares the annual budget and serves as the purchasing agent as described in the Town Charter. The Town Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

Supervision:

Supervision Scope: Oversees and performs a wide variety of complex issues requiring responsible professional, technical/financial and administrative responsibilities requiring an extensive knowledge of municipal finance, municipal government operations and related functions of all departments; and a substantial exercise of judgment and initiative to effectively and efficiently manage the Town.

Supervision Received: Works under the policy direction of the Town Council following professional standards, procedures and policies. Provides information about all department activities and keeps Town Council informed of key issues and concerns

Supervision Given: Supervises the Finance Director, Human Resources Director, Social Services Director, Senior Center Director, Leisure Services Director, Public Works Director, Town Clerk, Director of Planning & Development, Police Chief and Assistant to the Town Manager; developing job direction, assigning tasks, providing guidance as needed and monitoring performance. Also provides guidance to Library Director on day to day administrative functions even though the Director is appointed by the Library Board

Job Environment:

Administrative, organizational and financial work is performed in a moderately noisy office with occasional interruptions during the day from municipal staff, citizens and other agencies to deal with related issues and problems. Drives to various regional, state or professional meetings

Requires the operation of motor vehicle, telephones, personal computers, copiers, facsimile machines, and other standard office equipment.

Makes frequent and periodic contact with Town Council, Department Heads, Regional Agencies,

Citizens, Boards and Commissions, Town staff, BOE Administrative Staff, financial advisors, Town Attorney and state and federal agencies. Communication is frequently in person, by telephone, mail, and in writing and e-mail. Contacts require a high level of detail, persuasion and professionalism.

Errors in judgment or omissions could result in delays of service, monetary loss, injury to others, legal ramifications and loss of Town reputation.

Essential Job Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Ensures all laws and ordinances governing the Town are faithfully executed through his/her department heads and town staff.
- Prepares monthly reports to Town Council and attends all Council meetings with the right of full participation in discussions without the right to vote. Prepares recommendations as needed to Town Council related to municipal functions.
- Administers, reviews, evaluates, plans, organizes, and supervises Department Directors and makes recommendations related to Town operations.
- Sets policy direction for Town operations, budget processes, purchasing procedures and implements, modifies procedures based on Town Council policy direction.
- Prepares the annual budget for approval by Town Council as set in the Town Charter; implements and monitors budget.
- Keeps the Town Council fully advised as to the financial condition of the Town.
- Oversees and approves grant applications after approved by Town Council.
- Responsible for the Economic Development function by working with department heads, consultants and the business community and various state and federal agencies.
- Serves as the Town Purchasing Agent or delegates this function by overseeing all regulations and procedures.
- Appoints all positions in Town Departments as identified by the Town Charter; approves all terminations of Town positions.
- Oversees and manages all labor relations activities in the Town.
- Works closely with the Finance Director on such issues as debt management, bonding, investments, pension plans, employee and health benefits, and property and liability insurance and other risk management issues.
- Develops town policies and procedures and assigns, trains and supervises staff. Consults with department heads and Human Resources Director on such personnel actions as hiring, termination, and discipline.
- Submits oral and written reports to Town officials, Town Council, and state agencies as required.

Other Functions:

- Performs similar or related work as required, directed or as situation dictates.
- Continues professional development; maintaining knowledge of new municipal procedures and effective and efficient service operations.
- Assists other department staff as needed to promote a team effort to serve the public.

Minimum Required Qualifications:

Education, Training and Experience:

Must have a Bachelors Degree with a Masters Degree preferred in public or business administration or related degree from an accredited college or program and have over eight (8) years of increasingly responsible experience in municipal government and 5 years of supervisory experience or related work experience or any equivalent combination of education, training and work experience. Preference given to Town Managers, Assistant Town Managers and Department Heads with large municipal operations and knowledge of all Town functions. Labor Relations experience required.

Special Requirements:

Must have and maintain: Valid Driver's License; ICMA certification preferred.

Knowledge, Ability and Skill:

- Comprehensive knowledge of municipal government with specific emphasis on economic development and financial stability of community;
- Thorough knowledge of computerized financial systems and spreadsheet applications and municipal budgeting;
- Knowledge of practices and principles of generally accepted government accounting principals;
- Thorough knowledge of state and federal laws and regulations related to municipal operations;
- Thorough knowledge of overall municipal operations and best practices;
- Ability to develop short term and long-range comprehensive plans and analysis;
- Ability to collect, organize, analyze and interpret complex data related to municipal problem solving;
- Ability to establish and maintain effective working relationships with citizens, town staff, officials, department heads, state & federal agencies, boards and commissions etc.;
- Ability to manage multiple priorities; ability to plan and prioritize municipal operations to meet established statutory deadlines;
- Ability to assign, train, and supervise staff,
- Excellent verbal and written communication skills;
- Aptitude for developing and working with and explaining policies and procedures to people;

- Highly proficient skills in the use of office computers and IT applications for municipalities;
- High level skill in diplomacy.

Physical and Mental Requirements:

Work Environment

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| Outdoor Weather Conditions | | X | | |
| Work in high, precarious places | X | | | |
| Work with toxic or caustic chemical | X | | | |
| Work with fumes or airborne particles | X | | | |
| Non weather related –extreme heat/cold | X | | | |
| Work near moving mechanical parts | X | | | |
| Risk of electrical shock | X | | | |
| Vibration | X | | | |

Physical Activity

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|---|------|-----------|------------|----------|
| Standing | | | X | |
| Walking | | | X | |
| Sitting | | | | X |
| Talking & Hearing | | | | X |
| Using hands/fingers to handle/feel | | | X | |
| Climbing or balancing | X | | | |
| Stooping, kneeling, crouching, crawling | X | | | |
| Reaching with hands and arms | | X | | |
| Tasting or smelling | X | | | |
| Bending, pulling, pushing | X | | | |
| Other-Driving | | X | | |

Lifting Requirements

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|------------------|------|-----------|------------|----------|
| Up to 10 pounds | | X | | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 75 pounds | X | | | |
| Up to 100 pounds | X | | | |
| Over 100 pounds | X | | | |

Noise Levels

| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
|--|------|-----------|------------|----------|
| | | | | |

| | | | | |
|--|---|---|--|---|
| Very Quiet (forest, isolation booth) | X | | | |
| Quiet (library, private office) | | X | | |
| Moderate noise (computer, light traffic) | | | | X |
| Loud Noise (heavy equipment/traffic) | | X | | |
| Very Loud (jack hammer work) | X | | | |

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)
- No special vision requirements

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)