

Job Description – Town Manager- Town of Onley

General Description of Work

Performs complex administrative and professional work in directing the full activities of the Town; does related work as required.

Work is performed under supervision of the Town Council. Supervision is exercised over all Town personnel and activities.

Responsibilities and Duties

The Town Manager acts as the Chief Executive Officer, Chief Financial Officer, Procurement Officer and Clerk for the Town. The person in this position also acts as Director of Planning and Zoning, providing staff functions to the Town Planning Commission and the Town's Board of Zoning Appeals.

Typical Tasks

1. Plans, organizes, directs and administers the executive and administrative activities of the Town; assures the laws and ordinances of the Town are enforced
2. Prepares reports and brings recommendations regarding the functions, policies, ordinances, and activities of the Town to the Town Council
3. Participates in meetings of the Town Council offering professional advice and counsel on matters before Council
4. Formulates and analyzes policies and activities for Council's consideration
5. Makes recommendations regarding changes and improvements to the Town's operation
6. Prepares and administers the Town's operating budget and monitors expenditures; submits monthly reports, coordinates meetings and brings recommendations regarding the functions, policies or activities to the Planning Commission and Board of Zoning Appeals.
7. Attends authorized meetings of various commissions, agencies, boards and committees as a Town representative, not to exceed six (6) meetings per year off of the Eastern Shore unless approved by the Town Council.
8. Supervises all departments in the performance of their functions.
9. Have employees receive training commensurate with their duties to be determined by the Town Council
10. Negotiates contracts for professional and non-professional services and executes said contracts as authorized by the Town Council; provides contract administration for same.
11. Develops and maintains good rapport with the Federal, State and Local Agencies on behalf of the Town.
12. Responds to questions from the media and acts as spokesperson for the Town.
13. Any and all other duties deemed necessary

Knowledge Skills & Abilities

Comprehensive knowledge of the principles, practices, methods and techniques of local government management and administration; knowledge of municipal finance, planning and engineering principles and practices. Ability to plan, organize, direct and control the activities of a local government unit and carry out decisions as directed by the Town Council. Ability to direct the collection, review, evaluation and dissemination of information; ability to prepare and present comprehensive professional reports. Ability to initiate and cultivate effective working relationships with elected officials, Federal, State and Local Agencies Officials and the general public.

Education & Experience

Graduation from an accredited college or university with a bachelor's degree in public or business administration, political science or related field and three (3) years experience in work-related duties of the position, at least one (1) year of which shall have been in a supervisory capacity. A combination of education and related experience may be substituted for degree requirements.