TOWN MANAGER
Onley, VA

GENERAL STATEMENT OF DUTIES:

This position serves as the chief administrative officer (CAO) and chief executive officer (CEO) of the Town of Onley. Emphasis of the work is on applying professional expertise and administering the day-to-day management of the Town with policies established by the Town Council and the Town Charter, and in accordance with various Town, State, and federal laws, regulations, and guidelines. This position works for the Town Council. All employees of the town, except those appointed by the town council, pursuant to the town of Onley charter or the general laws of the Commonwealth of Virginia, shall be appointed and may be removed by the town manager, who shall report each appointment or removal to the town council at the next meeting there of following any such appointment or removal.

ORGANIZATIONAL INFORMATION

Competitive salary based on experience and education at discretion of Town Council. We offer an attractive benefits package. Exercises supervision over all employees. Generally scheduled hours worked to be 8AM-5PM, Monday-Friday. Evening meetings required as needed.

DISTINGUISHING FEATURES OF THE JOB

The Town Manager is expected to exercise a considerable degree of independence, initiative, and judgment. This position as the Town's CEO has the overall responsibility for all Town departments. The Town Manager provides guidance and direction with visionary and innovative leadership, supervision, and management of employees. Major responsibilities include directing the development and administration of the Town budget and capital programs, overseeing development, planning, and implementation of the strategic plan, setting goals and objectives to meet the operational needs of the Town. This classification and employee are defined as an "at-will" position. Work is performed under the guidance of the Town Council and is subject to evaluation based on results achieved.

ESSENTIAL FUNCTIONS:

1. The town manager shall be responsible to the town council for the proper administration of the town government.
2. Attends all meetings of the town council, with the right to speak but not to vote
3. Keeps the town council advised of the financial condition (in conjunction with the Treasurer) and the future needs of the town and of all matters pertaining to its proper administration and make such recommendations as may seem to him/her desirable
4. Prepares and submits the annual budget of the town and is responsible for its administration after its adoption. Presents adequate financial and activity reports as required by the town council (in conjunction with the Treasurer)
5. Prepare in suitable form for publication and submits to the town council at the next regular meeting following the end of each fiscal year a concise, comprehensive report of the financial transactions and administrative activities of the town government during the immediately preceding fiscal year (in conjunction with the Treasurer)
6. Arranges for an audit by a certified public accountant, the selection of whom shall be subject to the approval of the town council

7. Performs such other duties as may be prescribed by town charter, required of him/her in accordance therewith by the town council, or required of the CEO of a town by the general laws of the Commonwealth
8. Attends council meetings and presents information and recommendations deemed necessary or as requested by members of the Council
9. Communicates orally, and in writing, with customers, the press, the public, civic groups, and the Town Council to resolve concerns and problems, and answer questions
10. Remains informed about issues discussed by council and committees
11. Administers and enforces the Town Charter and is responsible for the operations of the Town
12. Attends and participates in professional groups and committees
13. Meets with and advises the Town Council on matters related to Town operations and policies. Makes sure that town policies are updated, current, and adhered to at all times
14. Plans, coordinates, and directs the operation of Town departments and programs; evaluates organizational issues and problems and facilitates strategies to resolve issues
15. Maintains responsibility for intergovernmental relations with other towns, and public and private organizations
16. Provides overall organizational leadership and promotes organizational values
17. Ensures Town workplaces are free of discrimination based on race, color, creed, religion, gender, disability, sexual orientation, and all other non-job-related factors
18. Serves as Head of Human Resources – Recruitment & Staffing, Compensation & Benefits, Oversee Training & Development, Employee Relations, Performance Reviews & Promotions (oversees promotions in conjunction with the Town Council), investigate employee complaints & ensures proper record keeping (documentation) & legal compliance. Creates systems to facilitate and ensure maximum productivity of employees, supervision of all town departments and their employees, handles and properly documents employee disciplinary issues (in conjunction with department heads, if necessary)
19. Ensures accountability throughout the Town organization
20. With concurrence by the council, appoints all Town officers (except those subject to council appointment as outlined in the Charter); suspends or removes officials as necessary
21. Makes recommendations on personnel policies and assignments for efficient operation of the Town government to the council for approval
22. Oversees town projects/assist town committees, sidewalk projects, grants, new town office, McMath Park, beautification, etc.; working with various agencies (as necessary) implementing projects/handling inquiries such as VDOT, OSHA, DEQ, A-NPDC, etc.
23. Enforces all laws, provisions of the Charter, and acts of the Council subject to enforcement. Perform other such duties as may be prescribed by the town charter, required of him or her in accordance there with by the town counsel, are required of the CEO of a town by the general laws of the Commonwealth of Virginia
24. Acts as the Town's Zoning Administrator/Code Enforcement Specialist

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of complex public policy issues.
- Knowledge of intergovernmental relations.
- Knowledge of Federal, state, regional and local jurisdictional partnerships.
- Knowledge of Municipal financial management and fiscal policies.
- Ability to shape and implement policy direction.
- Listen, facilitate and synthesize multiple points of view.

- Knowledge of negotiating contracts for professional and non-professional services and executing said contracts as authorized by the Town Council; providing contract administration for same.
- Foster an organizational climate that attracts, retains and develops talent at all levels.
- Facilitate and sustain positive labor relations.
- Communicate orally and in writing with all levels of Town staff, Town officials and citizens.
- Manage, organize and direct the work of others and provide organizational leadership.
- Build effective working relationships with Town officials, coworkers, subordinates and the citizens.
- Should have a thorough knowledge, skills and abilities required to perform the essential functions of a zoning administrator.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Light Work- Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures and to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.

Employee is subject to both environmental conditions: Activities occur inside and outside.

EDUCATION AND EXPERIENCE:

Minimum requirements: Graduation from an accredited college or university with a Bachelor's degree, preferably in Public or Business Administration or related field and three (3) or more years of progressively responsible experience In a supervisory capacity or an equivalent combination of education and experience.

- **FLSA Status**: Exempt-Executive

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.