

Job Title: Town Manager
Town Department: Administration
FLSA Designation: Exempt



1. JOB SUMMARY

- 1.1 This is a responsible administrative position that manages the affairs of the town of Norwich under the direction of the Selectboard pursuant to the powers set forth in Chapter 37 of Title 24 of the Vermont Statutes Annotated

2. MAJOR DUTIES

- 2.1 The Town Manager shall have general supervision of the affairs of the town, be the administrative head of all departments of town government and shall be responsible for the efficient administration thereof.
- 2.2 The manager shall have authority and have the duty:
- 2.2.1 To cause duties required of the town not committed to the care of any particular officer, to be duly performed and executed.
- 2.2.2 To perform all duties now conferred by law upon the Selectboard, except that the manager shall not:
- 2.2.2.1 prepare tax bills,
- 2.2.2.2 sign orders on any funds of the town,
- 2.2.2.3 call special or annual town meetings,
- 2.2.2.4 lay out, alter or discontinue highways,
- 2.2.2.5 establish and lay out public parks,
- 2.2.2.6 make assessments,
- 2.2.2.7 award damages,
- 2.2.2.8 make regulations under Title 23,
- 2.2.2.9 adopt ordinances under Title 24,
- 2.2.2.10 act as member of the board of civil authority,
- 2.2.2.11 act as a member of the liquor control commission, nor
- 2.2.2.12 make appointments to fill vacancies for elected or appointed boards or commissions that the Selectboard is now authorized by law to fill.
- 2.2.2.13 The manager shall, in all matters herein excepted, render the selectmen such assistance, as they shall require.
- 2.3 To perform all the duties now conferred by law upon the road commissioner of the town, including the signing of orders.
- 2.4 To be the general purchasing agent of the town and purchase all supplies for every department thereof.

- 2.5 To have charge and supervision of all public town buildings, and repairs thereon; and all building done by the town shall be done under the manager's charge and supervision.
- 2.6 To do all the accounting for all of the departments of the town.
- 2.7 To supervise and expend all special appropriations of the town, as if the same were a separate department of the town.
- 2.8 To have charge, control and supervision of the following matters:
 - 2.8.1 The police department and shall appoint pursuant to budget approved by the voters, and may remove the officers and employees thereof and shall fix their salaries.
 - 2.8.2 The fire department and shall appoint pursuant to budget approved by the voters, fix the compensation of and may remove all officers and employees thereof.
 - 2.8.3 The system of licenses, if any, not otherwise regulated by law.
 - 2.8.4 The system of sewers and drainage, if any, except the making of assessments therefore.
 - 2.8.5 The lighting of streets, highways and bridges.
 - 2.8.6 The sprinkling of streets and highways and laying of dust, except the making of assessments therefore
 - 2.8.7 The maintenance of parks and playgrounds.
- 2.9 To collect all taxes due the town and to perform all the duties now conferred by law upon the collector of taxes and collector of delinquent taxes.
- 2.10 To be the Director of Emergency Management
- 2.11 Recruits, hires, evaluates, directs, and, if necessary, disciplines and fires town employees.
- 2.12 Staffs the Selectboard and its meetings and facilitates the development of and carries out their policy decisions.
- 2.13 Prepares a draft town budget for the Selectboard to review, change if the Selectboard deems necessary and present to the voters for approval.
- 2.14 Assists the Selectboard in negotiations of collective bargaining contracts with bargaining units recognized by the Vermont Labor Relations Board. Shall act as the designated representative of the Selectboard in the negotiations and recommend Selectboard action on the contract proposal presented to them for approval.
- 2.15 Is the case manager for litigation except for litigation related to the performance or retention of the manager.

3. KNOWLEDGE AND SKILLS REQUIRED OF THE POSITION

- 3.1 Knowledge of municipal management and community problems and potential solutions.
- 3.2 Knowledge of municipal, state and federal programs and decision-making processes.
- 3.3 Knowledge of financial administration and the design of financial accounting and reporting system.
- 3.4 Knowledge of the theory and practice of public personnel administration.
- 3.5 Understanding of administrative organization, design, and evaluation.
- 3.6 Knowledge and skill in municipal processes and techniques.
- 3.7 Knowledge of collective bargaining procedures and practices.
- 3.8 Knowledge of road, drainage and bridge maintenance programs.
- 3.9 Commitment to town's purposes and objectives, as determined by the voters and its boards and commissions.

- 3.10 Ability to communicate effectively orally and in writing with the Board, town officers and employees, the media and the public.
- 3.11 Ability to motivate and encourage innovation and assumption of appropriate responsibility and decision-making by staff.
- 3.12 Ability to resolve conflict and foster collaboration among staff
- 3.13 Ability to be creative and analytical.
- 3.14 Ability to direct, supervise and evaluate staff.
- 3.15 Ability to react quickly to changing situations that may be physically taxing.
- 3.16 Possession of public relations skills and publication knowledge.
- 3.17 Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- 3.18 Ability to listen to and accept criticism.
- 3.19 Knowledge of municipal management practices.
- 3.20 Ability to be sensitive and receptive to the concerns of the public, staff, and elected and appointed persons serving the town, with an understanding of the scope and limits of the Town Manager position.

4. SUPERVISORY CONTROLS

- 4.1 Works under the direction of the Selectboard.

5. GUIDELINES

- 5.1 Guidelines include federal and state laws and regulations, other municipal authorities such as school and fire district policies, local policies and relevant ordinances. These guidelines require judgment and interpretation in application, and may require legal advice as appropriate..

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of varied management duties. The variety of tasks to be managed contributes to the complexity of the position.
- 6.2 The purpose of this position is to direct the day-to-day operations of the Town of Norwich. Success in this position contributes to the success of those operations.

7. CONTACTS

- 7.1 Contacts are typically with department heads, elected and appointed officials, bargaining units, business owners, non-governmental organizations, taxpayers, representatives of state and local agencies, members of the general public, and the media.
- 7.2 Contacts are typically to provide services, to give or exchange information, to resolve problems, or to motivate or influence persons.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, walking, bending, crouching or stooping.
- 8.2 The work is typically performed in an office.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 This position has direct supervision, subject to specific limitations by statute, over Assistant to the Town Manager (1), contract of Assessor (1), Assessing Clerk (1), Fire Chief (1), Police Chief (1), Finance Director (1), Public Works Director (1), Planning and Zoning Director (1), and Recreation Director (1).

10. MINIMUM QUALIFICATIONS

- 10.1 A Bachelor's degree in a relevant field required; Master's degree in public administration or business management desired. Equivalent experience in municipal management may be substituted for Bachelor's degree.
- 10.2 Three to five years of experience in governmental operations at a supervisory level or higher, with preference given to prior municipal or government experience.
- 10.3 Possession of or ability to readily obtain a valid driver's license issued by the State of Vermont for the type of vehicle or equipment operated.
- 10.4 Ability to be bonded.
- 10.5 This position is always on call, and may require working hours beyond what is considered an average work day/week. Attendance at evening meetings is required; therefore a reasonable commute time is expected.