



Job Title: Assistant Town Manager
Department: Town Administration

FLSA Designation: Non-Exempt
Pay Classification: 16

1. JOB SUMMARY

- 1.1 This position provides technical administrative and managerial assistance to the Town Manager.

2. MAJOR DUTIES

- 2.1 Oversees human resource functions. Administers hiring policies and procedures. Advises department heads on the methods to be used when administering personnel procedures.
- 2.2 Establishes and maintains a legally compliant centralized human resource function including centralized personnel file administration system; establishes and maintains personnel files for all town employees, maintaining confidentiality of information consistent with public disclosure requirements.
- 2.3 Coordinates all human resource management operations including maintenance of all employee records, processing of new hires, answering employee human resource questions and processing of open enrollments; prepares and has access to confidential records.
- 2.4 Oversees the grant landscape for the Town, which in some cases will entail direct grant administration and in other cases the coordination of existing departmental grants.
- 2.5 Oversees the Town's insurance and risk management program including worker's compensation general liability claims; serves as benefits administrator for the Town's insurance benefits program.
- 2.6 Tracks expiring committee and board appointments, initiates application and appointment process.
- 2.7 Resolves daily internal operations issues and problems related to Tracy Hall building management, including computer and telephone issues.
- 2.8 Develops draft Town administration budget for Town Manager's review.
- 2.9 Oversees website content management and creation for the Town website.
- 2.10 Prepares a variety of regular and special reports including the annual Town Report.
- 2.11 Performs related duties.

3. KNOWLEDGE REQUIRED BY THE POSITION

- 3.1 Knowledge of operational management principles and practices.
- 3.2 Knowledge of Human Resource Management.
- 3.3 Knowledge of Department and Town policies and procedures.
- 3.4 Knowledge of employee and customer relationship principles.
- 3.5 Knowledge of Management Information Systems hardware and software.
- 3.6 Knowledge of conflict management.
- 3.7 Knowledge of legal municipal and state rules and regulations.
- 3.8 Skill in the analysis of problems and the development and implementation of solutions.
- 3.9 Skill in developing clear and precise reports.
- 3.10 Skill in oral and written communications.

4. SUPERVISORY CONTROLS

- 4.1 The Town Manager assigns work in terms of general instructions and provides supervisory oversight.

5. GUIDELINES

- 5.1 Guidelines include town policies and procedures and job-related software manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

6. COMPLEXITY/SCOPE OF WORK

- 6.1 The work consists of related administrative, managerial, paralegal, clerical, and public interaction functions. Frequent interruptions and the need for a wide variety of operational management skills contribute to the complexity of the position.
- 6.2 The primary purpose of this position is to provide both administrative and operational management assistance to the Town Manager. Success in this position contributes to the efficiency and success of a wide variety of Town operations.
- 6.3 This position requires a high level of interpersonal relationship and communication skills, for both Town employees and the public, in order to accomplish daily tasks and goals set by the Town Manager.

7. CONTACTS

- 7.1 Contacts are typically with co-workers, elected and appointed officials, members of the general public.
- 7.2 Contacts are typically to provide services, to give or exchange information, or to resolve problems.

8. PHYSICAL DEMANDS/ WORK ENVIRONMENT

- 8.1 The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light or heavy objects.
- 8.2 The work is typically performed in an office.

9. SUPERVISORY AND MANAGEMENT RESPONSIBILITY

- 9.1 Assists Town Manager in supervision of Town employees.
- 9.2 Human resource management.

10. MINIMUM QUALIFICATIONS

- 10.1 Knowledge and level of competency associated with completion of a baccalaureate degree or equivalent amount of relevant experience.
- 10.2 Sufficient experience to understand the basic principles of municipal operations and human resource management relevant to the major duties of the position, usually associated with the completion of 3 to 5 years office management experience.

Effective Date: April 1, 2023