

Town of Norway
Job Description

Position Title:	Town Manager, Treasury, Tax Collector, Road Commissioner and Director of Community Development.		
Department:	Admin		
Reports To:	Selectboard		
Supervises:	Police Chief, Fire Chief, Town Clerk, Assistant Treasurer, Code Enforcement Officer, Highway Foreman, Park and Rec Director, Wastewater Superintendent and Counter Clerk/GA Manager. Assessor shared with Selectboard		
FLSA Status:	Exempt		
Last Revised/Approved:	August 11, 2022	Pay Grade:	Salary

HOURS AND JOB SITE:

This is a regular full-time position, 40 hours per week, although additional hours may be required. Regular operational hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and/or weekend hours may be required. Job site is at 19 Danforth Street, Norway.

POSITION SUMMARY:

Nature of Work:

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Norway under the direction of the Select Board in keeping with the Town Manager form of Government, ordinances, and the laws of the State of Maine and of the United States.

The Town Manager is charged with the identification of the service and policy needs of Norway and has the responsibility for the development of the program or action directed by the Selectboard to meet the identified needs of the community. The Town Manager shall act in such capacity as the Select Board may direct on municipal, state, federal and other policy issues affecting the Town.

The Town Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted. The Town Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The Town Manager is charged with the responsibility of advising the Select Board and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Town Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between the Town and other governmental agencies and between the various

boards and committees that make up the Norway Town Government.

The Town Manager performs such other duties as may be directed by the Select Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Town Manager:

Carries out the directives of the Select Board; prepares reports and written recommendations as part of these activities.

Attends meetings of the Select Board, preparing and providing supporting documents and information pertinent to agenda items.

Serves as Personnel Director for the Town; hires, evaluates and directs the Town's staff as outlined in the Employee Handbook.

Monitors the budget and all financial affairs of the Town; works closely with departments heads in the development of a comprehensive budget and work plan.

Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Select Board on the status of the Town's budgets.

Responsible for implementing all Select Board policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Select Board policy mandates.

Maintains strong professional relationship with the Town's Attorney, Auditors, Insurance Carriers, Financial Institutions, Contractors and the Town's retained Civil Engineer.

Serves as the Town's purchasing agent.

Leads the Town's workforce safety program included holding monthly safety committee meetings.

Leads the Town's wellness program.

Acts as the administrator for the Town's website and assigns others to manage the various other social median platforms.

Serves as the liaison to MMA's Risk Management Services, The Department of Labor Safety Works Program and MMA's on-line University.

Serves as a non-voting member on the Board of Directors for Norway Downtown.

Attends meetings and conventions on behalf of the Town.

Serves as liaison between the Select Board and various public and private agencies, community

organizations, local businesses and the citizens of Norway.

Represents the Town to a variety of outside organizations including but not limited to Maine Town and City Management Association, International City Management Association, Maine Municipal Association.

Performs related work as may be required.

Road Commissioner:

Leads the Highway Department in the upkeep, ongoing maintenance and or reconstruction of the network of roads, sidewalks, bridges, dams by developing and implementation a rolling five-year capital improvement plan.

Partnering with the Town's retained civil engineer and other professional to carry out the annual road improvement plan.

Coordinate with the Wastewater Department and Norway's Water District when needed.

Leads the Town's volunteer Road committee by providing information for feedback for both the 5-year rolling plan and annually road improvement plan.

Tax Collector and Treasurer:

Appoints the Deputy Tax Collector and Deputy Treasury and provides oversight and support for the collection of taxes and the financial processes of the Town's accounting systems.

Community Development Director:

Seeks funding for various community projects by securing funds.

Partnering with federal, state, private and community organizations to enhance the Town.

Provide oversight and overall project management to the funded projects.

Requirements of Work:

Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.

Thorough knowledge of municipal financial management and accounting procedures, budgeting and investments.

Partner with the Deputy Treasury during the annual audit process to provide financial and programmatic materials to the Auditors.

Cooperating with the Town's Auditors and assisting the Audit process for the eventually Selectboard acceptance of the Annual Audit.

Thorough knowledge of state and federal programs and decision-making processes.

Thorough knowledge of the principles of personnel administration.

Working knowledge of purchasing principles and practices including the bid process.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to write grant application to federal and State sources.

Ability to provide project management to various projects that are funded from Town funds, State and Federal funds, foundations and other private funds.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to organize and use time effectively, and to be creative analytically.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

FINANCIAL ACCOUNTABILITY:

Annually municipal budget of approx. \$10,000,000 dollars

CRITICAL COMPETENCIES:

Ability to plan, lay out, and supervise the work of subordinates performing varied operations connected with town government and to develop proper training and instructional procedures for these employees, and to maintain a high level of discipline and morale.

Ability to analyze operational and administrative procedures and problems, to evaluate and balance community needs and expectations of the Selectboard and to modify organizational procedures to meeting changing conditions.

Ability to establish and maintain effective working relationships with other municipal officials, state and federal authorities, and the general public.

Ability to provide effective leadership for and maintain harmonious relationships in the within all Town Departments and to prepare and present effectively oral and written materials related to the activities of the Town.

Ability to operate a motor vehicle and be licensed to do so.

Ability to physically perform the duties as required.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually normal for business conditions.

EDUCATION/CERTIFICATION REQUIREMENTS:

Considerable experience in a responsible position of a managerial nature, preferably in local government.

A strong background in financial management, budget preparation and accounting.

Proven skills in Administrative/organizational development, human resources and human relations skills.

Knowledge of Economic and Community Development principles and practices.

A degree in public administration or related field.

An equivalent combination of experience and training.

**** All requirements and skills are considered to be essential, unless otherwise indicated. ****

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case-by-case basis.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

STATEMENT OF UNDERSTANDING:

I certify that I have read the job description of *Town Manager* and I understand the responsibilities required within.

In addition to the above, I certify that all equipment, documents and materials received by me during my employment with the Agency will be returned upon my termination.

Employee Signature

Supervisor Signature

Employee Printed Name

Date

Date