

JOB DESCRIPTION

TOWN MANAGER

Reports directly to Narrows Town Council. Is responsible for planning and direction of activities of the town. Oversees functions of all departments with directors of those departments reporting to them. Requires overall good communication, problem solving, planning, and leadership skills. Works without direct supervision and handles multiple tasks simultaneously using accepted organization methods and prioritization skills.

ESSENTIAL FUNCTIONS OF JOB:

- Attends all meeting of Town Council and advises Council.
- Communicates financial information to council and makes recommendations on future needs.
- Prepares annual budget for submission to Council.
- Responsible for administration of budget after adoption.
- Arrange for annual audit of finances by CPA and for a report to council.
- May attend all meeting of boards, commissions or agencies created for and by the Council, but does not have a voting right on these groups.
- Responsible for implementing policies of Council.
- Supervise departments of Public Works, Police, Library, Administration/Finance, Water and Sewer Utilities, Buildings and Grounds, and Recreation/Farmers Market.
- Generally responsible for planning maintenance, capital, water/sewer, streets, and roads – including budget preparation. Plans are prepared and presented for Council approval.
- Investigates and recommends grants and/or other funding sources for Town projects.
- Work with county-wide and regional groups to promote the Town as an integral part of Giles County and the New River Valley.
- Act as intermediary with Narrows Fire Department and Council.
- Responsible for personnel and human resources activities involving interviewing, hiring, discipline, etc.
- Negotiate service contracts for town for insurance, banking, engineering, etc.

EXPERIENCE AND TRAINING:

- Minimum of associate's degree with preference for a bachelor's degree.
- Ten (10) years' experience in public administration area – or substitute up to 4 years applicable education.
- Working knowledge of municipal government operations, including budgetary and personnel administration.
- Demonstrated ability to communicate clearly and effectively both orally and in writing.
- Experience with personal interaction with various government and industry representatives.
- Must have a current, valid driver's license.

BACKGROUND CHECKS AND DRUG TESTING:

- Satisfactory results of background checks, including criminal history, credit history, and driving records.
- Pass drug screening process.

REQUIRED PHYSICAL/MENTAL REQUIREMENTS:

- Legally operate Town vehicles at times throughout day and evening.
- Ability to read and understand complex reports.
- Ability to create reports that are legible and understandable
- Ability to walk, stand, reach, kneel, stoop and lift throughout the working day and participate in activities that require physical dexterity.
- Ability to sit for long periods of time not to exceed two (2) hours at a time.
- Ability to work regularly scheduled hours.
- Ability to work various hours of day and evening to attend Department programs, meeting, and other functions of the job.

THIS DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS "AT-WILL."