

## **TOWN OF CONWAY - JOB DESCRIPTION TOWN MANAGER**

### **GENERAL DESCRIPTION**

The Town Manager is responsible for the efficient management and operation of the affairs of the Town in accordance with State law, Town ordinances and such directives, regulations, and policies as the Board of Selectmen (Board) may from time-to-time adopt. Specifically, the Town Manager shall have the powers and duties enumerated in RSA Chapter 37 and shall exercise these powers and duties in the manner required by that chapter, including but without limitation, RSA 37:3, 5, 6, and 7.

Town Meeting continues to be the legislative body of the Board. The Board remains vested with the responsibility to manage the prudential affairs of the Town; provided, however, that the Town Manager shall have the managerial and administrative responsibilities established by law.

### **SUPERVISION RECEIVED**

The Town Manager shall be appointed by the Board and shall in all matters be subject to its direction and supervision and shall serve at the will of the Board, subject to removal for cause in accordance with RSA 37:3. The Town Manager shall be appointed for a specified term that may be renewed only upon mutual agreement. The Board shall determine compensation and the Town Manager may be appointed by means of an employment agreement that further specifies the terms of employment.

### **SUPERVISION EXERCISED**

The Town Manager exercises direct supervision over the following departments:

- Public Works
- Planning
- Zoning
- Building Inspection
- Assessor
- Recreation
- Finance
- Town Welfare

The Town Manager exercises indirect supervision over all appointed staff and departments within the Town of Conway.

The Town Manager is solely responsible for the appointment and removal (based on merit alone) of all subordinate officers and employees under his/her

supervision and shall fix the compensation thereof. The Town Manager shall not exercise supervision over the Town Clerk or Treasurer.

## **EXAMPLES OF ESSENTIAL DUTIES**

(The listed examples are illustrative only, and may not include all duties found in this position.)

- Organizes, continues or discontinues departments and committees as needed at the direction of the Selectmen.
- Attends all regular and special meetings of the Board of Selectmen as required. In cooperation with the Board Chair, directs preparation of the weekly Board meeting agendas.
- Keeps full and complete records of the affairs of his/her office reporting same to the Board of Selectmen on a regular basis.
- Keeps detailed records concerning the receipts and disbursements of the Town. This information will be provided to the Board of Selectmen and the Budget Committee on at least a monthly basis. An annual summary of expenditures and revenues will also be prepared for publication.
- Keeps the Selectmen fully advised as to the needs of the Town, within the scope of his duties.
- Provides to the Selectmen no later than the 31<sup>st</sup> of December of each year a careful, detailed written estimate of the probable expenditures and revenues of the Town Government for the ensuing year.
- Examines or causes to be examined the affairs or conduct of any department or employee under his/her control to insure the proper performance of duties and shall have access to all Town records, books or papers to properly perform this function.
- Provides information to the public as well as the staff concerning policies and programs of the Town and the Board of Selectmen.
- Subject to the approval of the Selectmen and local by-laws or otherwise voted by the Town Meeting, the Town Manager shall have control over all municipal facilities, the construction and maintenance of all Town buildings, roads, highways, walks and bridges, parks, recreational areas and all other Town facilities.

- Identifies and where feasible, implements new and more efficient methods of operations for Town departments.
- Is responsible for the purchase of all Town materials and supplies.
- Is responsible for the letting, making and performance of all contracts for work done for the Town.
- Is responsible for the administration of poor relief.
- Works closely with the public receiving inquiries and complaints and attending to the resolution of same.
- When requested by the Board, the Manager conducts research on various matters and provides supporting data on same relative to Town affairs/concerns.
- Remains alert to new and effective methods of fiscal management including grant application and administration.
- Reviews mail and oversees the development and dissemination of public information.
- May represents the governing board at policy meetings with Federal, State and Local officials.
- Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the county.
- Monitors legislation pending in the legislature; secures policy direction from the Board and communicates same to legislators. May act as liaison to congressional staff or lobbyists.
- Performs such other duties consistent with this office as may by vote of the Selectmen be required.

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of public administration, including personnel management, financial management and public sector management principals, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in

carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials.

### **MINIMUM QUALIFICATIONS REQUIRED**

Bachelor's degree in Public Administration or related field, with Masters degree preferred; five years senior management experience (preferably in municipal government); OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.