



Town of North Branford Connecticut

JOB TITLE:	Town Manager	FLSA STATUS:	Exempt
DEPARTMENT:	Administration	WEEKLY HOURS:	Full-time
REPORTS TO:	Town Council		

JOB SUMMARY:

Provides operational and administrative oversight to the Town of North Branford's (Town) departments and agencies, ensuring goals and objectives are accomplished and interdepartmental coordination is maximized. Provides leadership in policy and ordinance formation and implements policies and procedures. Directs and coordinates Town programs and activities with outside agencies and organizations. Position has all of the authority vested by the Town Charter.

Position is primarily focused on managing, directing, developing, and evaluating municipal employees. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the organization's strategies.

ESSENTIAL FUNCTIONS:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on municipal needs without changing the general nature and scope of the job or level of responsibility. **The duties listed here are intended only as illustrative of the various types of work that may be performed.**

- Directs, provides guidance to, and reviews the work of individual contributors and supervisory employees to accomplish operational plans and results; provides consultation and advice to management staff
- Assures overall daily management and continuity of municipal services; responsible for hiring/appointing department heads and administrators; reviews performance of each department
- Develops, manages and administers the annual budget; approves and authorizes expenditures, purchase orders and payments; signs checks; approves the forecast of funds needed for staffing, equipment, materials, and supplies; implements budgetary adjustments as appropriate and necessary
- Formulates, interprets or implements management policies or operating practices; confers with department heads and employees regarding significant policy and procedural changes
- Reviews and develops policies and drafts and implements new ordinances
- Directs and coordinates a variety of special projects, including those related to capital improvement / building projects (major equipment, schools, municipal buildings, etc.) and health or storm emergencies (hurricanes, snow/ice storms, pandemics, etc.); facilitates project activities and resolves problems; develops and submits project reports to the Town Council, as needed

- Provides the Town Council with regular reports on operations, activities and the budget; works with the Town Council to provide all information required for voting on bid awards, labor contracts, and contingency and budget transfer approvals
- Engages residents and civic organizations on a regular basis; incorporates community input into Town goals and objectives for Town Council approval; attends special events
- Maintains communication with and coordinates Town activities with outside agencies and organizations; serves as liaison between department heads, Town Council, and external agencies
- Represents the Town and serves as municipal liaison to various regional and state organizations like Regional Council of Governments (COG), Connecticut Conference of Municipalities (CCM), and Council of Small Towns (COST)
- Serves according to the Town's Charter, in the capacity of key roles such as, Purchasing Agent, Social Services Director and Emergency Management Director; ensures that functions are carried out according to the Charter; may delegate the day-to-day responsibilities to staff members; maintains accountability for the function through oversight and audits
- Positively represents the Town, adheres to Town policies and procedures, OSHA, and public safety guidelines and protocols and performs job functions in a safe manner and reports all safety hazards per established policies and procedures
- Responds to inquiries, questions, and comments from the general public per established standards and protocols
- Responds to and resolves difficult and sensitive inquiries, issues, and complaints
- Maintains active membership in state, regional, and national associations and attends and participates in professional group meetings; stays abreast of new trends and best practices
- Attends staff, evening, and weekend meetings and events based on organizational responsibilities and requirements
- Ability to function as a non-partisan manager who communicates directly with all Council members regularly to keep them informed and to discuss options for new innovative services

Supervision:

- Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems
- Assesses and monitors workload; identifies opportunities for improvement and implements changes
- Selects, trains, motivates, and evaluates personnel; provides or coordinates staff training; promotes an environment of staff growth and development and works with employees to correct deficiencies; recommends promotions and discipline and initiates termination activities per established policies and procedures
- Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary

MINIMUM QUALIFICATIONS:

Master's degree in Public Administration or a closely related field is required; supplemented by four (4) years of administrative, analytical, and management experience in a municipality of similar size or larger; or an equivalent combination of education, certification, training, and/or experience.

Must possess, or obtain within one (1) year of hire, National Incident Management System (NIMS) Certification

Must possess and maintain a valid State of Connecticut Driver's License and the ability to drive a Town-owned vehicle per established policies, procedures, and safety guidelines.

PREFERRED QUALIFICATIONS:

Five (5) years as a Town Manager, Assistant or Deputy Town Manager, or comparable role in a similar size or larger municipality

Designation as a Credentialed Manager (ICMA-CM) from the International City/County Management Association

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of municipal finance, budget management, personnel management, collective bargaining, inter-governmental relations and the laws, which affect local government
- Advanced knowledge of the principles and practices of program development and administration, and the organization and functions of an elected Town Council
- Advanced knowledge of federal, state, and local regulatory requirements applicable to the municipal organization and its operations, programs, services, and policies
- Knowledge of principles, practices, methodologies, and techniques utilized to effectively manage and motivate a diverse workforce
- Skill in the use of Microsoft Office products (Word, Outlook, and Excel) and applicable organization specific software and ability to learn and become proficient in the use of other specialized software as may be required
- Skill in adapting to a changing work environment, competing demands and ability to deal with frequent change, delays, or unexpected events
- Skill in developing, managing, and interpreting budgets, contracts, and fiscal and financial reports
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to lead and motivate others to achieve goals
- Ability to formulate, initiate, and administer policies and procedures for effective fiscal control
- Ability to effectively present information and technical advice to top management, interested parties, and individual and group stakeholders
- Ability to read, analyze, and interpret program related laws and regulations and establish necessary work processes and procedures
- Ability to assess and enforce compliance of project designs and schedules, applying accurate interpretation of pertinent laws and regulations



- Ability to manage multiple priorities to ensure that deadlines are met and to set priorities that move projects through efficiently to achieve customer and quality objectives
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations and action plans in support of goals
- Ability to establish and maintain effective working relationships with the general public, residents, elected officials, members of commissions, boards, and community groups
- Ability to regularly attend work and arrive punctually for designated work schedule (including for virtual and in person meetings, events, and conferences)
- Ability to report on location 24 hours a day, 7 days a week in the event of an emergency and regularly work outside of standard business hours / week as required by organizational and job obligations

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or workstation and extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally and in writing.

**TOWN MANAGER
JOB DESCRIPTION**



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

The Town of North Branford is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this job description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date