

# **Town of Thetford, Vermont**

## **Town Manager Position Description**

### **Summary.**

The Thetford Town Manager serves as the chief administrative officer of the town per Chapter 37 of Title 24 Vermont Statutes Annotated.

The town manager's work is performed in accordance with state and federal laws and regulations, ordinances, policies and accepted professional standards and practices. The town manager provides general supervision of the affairs of the town, is the administrative head of all town departments, and is responsible for their efficient administration.

The town manager receives policy direction from the selectboard. Technical decisions and administrative functions are performed without direct supervision; however, matters affecting the policy of the Town of Thetford are referred to the selectboard. Work involves intensive interaction with state and federal officials, town boards, commissions, employees, volunteers and the general public.

### **Typical Duties and Responsibilities.**

- Supervise all staff including members of the Police Department, Zoning, Public Works, Recreation, Recycling Center, Special Project Manager and Emergency Management.
- Ensure that the policies established by the selectboard are carried out in a professional and equitable manner.
- Oversee the efficient and accurate preparation and administration of the annual operating budget and develop a capital plan and budget.
- Identify and apply for relevant grant funding. Manage funds as directed by granting entity.
- Serve as purchasing officer responsible for general purchasing, bidding, contracts, and negotiations.
- Provide background research on topics as directed by the selectboard.
- Represent the town on boards, committees, and at various functions as needed.
- Maintain a positive working relationship with local cultural facilities and service organizations.
- Coordinate outreach, public relations, and public/private development efforts.

- Be responsible for human resources management, including overseeing and implementing personnel policies and procedures; hiring, overall compensation of employees including wage matrix evaluation and updates and health and other insurances; annual evaluation/review, corrective action and termination of employees.
- Negotiate union contracts and resolve union grievances in a fiscally responsible and effective manner.
- Coordinate and facilitate positive working relations among all municipal departments.
- In conjunction with the selectboard, prepare meeting agendas.
- Assist the selectboard during meetings by investigating and making recommendations regarding questions and issues under consideration.
- Direct, develop, and evaluate new and existing programs. Identify new directions and needs, perform needs assessments, and identify resources to evaluate effectiveness, accomplish programmatic goals, and recommend action to the selectboard.
- Supervise maintenance and repairs of all public buildings and town facilities as well as all town roads.
- Serve as collector of delinquent taxes.
- Serve as assistant health officer.
- Support selectboard as directed regarding communications with town institutions such as the Thetford School Board, volunteer fire department, libraries, the Tri-Town Commission, regional planning commission, and state, county and federal agencies, such as the state police, county sheriff, U.S. Department of Transportation, and the Federal Emergency Management Agency.
- Perform related work as required.

**Knowledge, Skills and Abilities.**

- Extensive knowledge of public administration with particular emphasis on municipal administration, budget preparation, and organizational management.
- Extensive knowledge of research methods and techniques used to assemble, organize and present written or oral statistical, financial and other information.
- Facility with use of computers, software, and the internet with respect to research and project management, public relations and town planning.
- Thorough knowledge of the laws, ordinances and other requirements governing municipal operations.

- Working knowledge of generally accepted accounting principles (GAAP) and the Governmental Accounting Standards Board (GASB).
- Ability to successfully negotiate contracts.
- Ability to organize, direct, and coordinate the activities of town departments.
- Thorough knowledge of community development, municipal management, and community problems and potential solutions.
- Commitment to town's purposes and objectives as determined by the voters and its boards and commissions.
- Ability to communicate effectively and politely both orally and in writing with the selectboard, town officers and employees, the media, and the public.
- Ability to motivate staff, employees, and community leaders and engender in them an assumption of appropriate responsibility and decision-making.
- Decision-making and problem-solving skills.
- Ability to think creatively, be analytical, and resolve conflict.
- Ability to research, develop, draft, recommend, rewrite, implement, and enforce a wide range of town operating policies, procedures, and ordinances.
- Demonstrate an interest in Thetford's history, community, and culture as it pertains to continued community development.
- Possession of a valid driver's license and a reliable personal vehicle for use when traveling on town business.
- Willingness to reside within a forty-five minute commute to Thetford.

**Physical and Mental Demands.**

- The ability to prioritize multiple pressing issues and abruptly switch focus dozens of times throughout the day to address frequently changing priorities.
- The ability to maintain mental focus to produce accurate spreadsheets and monthly and quarterly reports within a noisy, open office atmosphere.
- The ability to make presentations to the selectboard and the public that distill technical information into concepts and terms they will understand easily.
- The ability to handle stressful conditions that include competing priorities, multiple constituents, and tight deadlines.

**Working Conditions.**

The town manager's position primarily involves office work related to preparing and managing the municipal budget while responding to citizen concerns, problems, and complaints with courtesy and dispatch. The position also requires field guidance as needed on town projects as well as frequent attendance at evening meetings.

**Desired Experience and Training.**

Bachelor's degree in public administration or related field (master's degree preferred). Equivalent additional experience in municipal government or management may be substituted for a degree. Grant writing, project-planning experience with budget preparation and management are extremely desirable. Knowledge of the operation of Vermont municipal government and the duties of municipal officials and state and federal laws affecting municipalities is also preferred.

**Disclaimer.**

The above information is intended to describe the general nature of the town manager position and is not considered to be a complete statement of duties, responsibilities, and requirements.