



JOB DESCRIPTION

JOB TITLE: Minden Town Manager

JOB CODE: 2120

DEPARTMENT: Town of Minden

FLSA STATUS: Exempt

REPORTS TO: Minden Town Board

SUMMARY OF JOB PURPOSE

Plans, directs, and oversees all high-level professional and administrative functions of the town government; receives broad policy guidance from a five-person elected Town Board.

ESSENTIAL FUNCTIONS

1. Serves as the town's primary administrative officer and liaison, representing the Town and Town Board, providing a direct communication link between the Town, County, citizens, and other Local, State, and Federal agencies and organizations; receives, investigates, and resolves complaints and concerns relating to Town programs, functions, services, and facilities; disseminates up-to-date information on a wide variety of topics and issues to citizens, visitors, governmental agencies, and businesses by making oral and written presentations, e-mail, cable television interviews, and press releases; performs other public relations work as necessary on behalf of the Town; responds to emergencies within the Town.
2. Oversees the development of the annual budgets for Town Board approval; monitors expenditures and revenues to ensure compliance with adopted budget; accounts for variances between projected and actual expenditures and revenues; initiates remedial action when needed; works with the Town Board, County, and other Local, State, and Federal agencies to develop and implement community and economic development plans; develops or directs the development of construction and maintenance contracts for facilities, public works, parks, and other capital improvements.
3. Directs the establishment of standards, goals, and objectives for, and evaluates the performance of, Town departments, functions, programs, and services; assists the Town Board in developing, reviewing, and refining overall goals and visions for the Town; provides leadership and direction in the development of short- and long-range plans for achieving Town goals; directs the coordination of all Town activities to ensure timely, efficient, and effective delivery of programs and services; informs Town Board of operational problems and challenges and seeks advice and counsel from Town Attorney and Town Engineer on possible solutions.
4. Identifies potential outside funding sources such as grants and match programs; analyzes, develops, and submits funding proposals to State and Federal agencies; makes oral presentations to funding agency on project needs, costs, and benefits; manages all grants and funding received by preparing highly detailed and complex financial and project status reports accounting for all project revenues and expenditures in accordance with State and Federal laws, regulations, and requirements.
5. Analyzes proposed legislation and regulations for impact to Town operations, reviews and makes recommendations to Town Board regarding legislative activities and participates in the lobbying process by presenting oral and written testimony to appropriate governmental bodies.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



JOB DESCRIPTION

Minden Town Manager

6. Develops, analyzes, negotiates, supervises, administers, and enforces all contractual agreements for the Town subject to the limitations of law and Board policy; directs the purchasing of all services, supplies, materials, vehicles, equipment, and goods required by the Town ensuring adequate budget resources are available for expenditures.
7. Analyzes highly technical and administrative proposals, policies, programs, and services; prepares a variety of narrative and statistical reports; reviews and/or directs the review of submitted private and public development projects within the Town for impact to Town operations, adherence, and conformity to the Town's Plan for Prosperity and Design Guidelines and adopted improvement standards; makes recommendations to the Town Board.
8. Directly and/or indirectly supervises all Town departments and functions including Parks and Recreation, Public Works, Administration, fleet and equipment maintenance, purchasing and contracts, solid waste collection, transport, and disposal, and professional services, including engineering design and management, legal services, and Town-level community planning; provides direction, advices, and guidance to Town staff and professional consultants in the implementation of adopted Board policies. Promotes a good working relationship with the Douglas County offices and representatives and provides support and/or services to other County departments/divisions, as appropriate.
9. Effectively manages department personnel by evaluating and analyzing department issues, recommends and implements solutions, prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; participates in the interview process and training of new employees; develops staff skills; listens and responds to employee problems, concerns, and complaints and suggests solutions that may rectify the situation; prepares performance evaluations, discusses performance with assigned staff, and counsels employees concerning performance improvements.
10. Administers the preparation of Board meeting agendas and agenda item materials; attends all regular and special Board meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or other closely related field with at least five (5) years of progressively responsible experience in a municipal setting required; Master's Degree with experience working with an elected Council or Board and a strong financial background is highly desirable; OR an equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations; write reports, business correspondence, and procedure

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JOB DESCRIPTION

Minden Town Manager

manuals; effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of administrative principles and practices of municipal budget development, administration, and accountability, including goal setting, program development, implementation, and evaluation; principles, practices, and procedures of public administration in a municipal setting; functions, services, and funding sources of a municipal government; functions, authority, responsibilities, and limitations of an elected Town Board; applicable Federal and State laws, codes, ordinances, and regulations; current social, political, and economic trends affecting Town government and service provisions.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must occasionally lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

The noise level in this work environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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