

Town of Snow Hill Job Description

DEPARTMENT: ADMINISTRATION
JOB TITLE: TOWN MANAGER
SALARY/GRADE: TBD

JOB SUMMARY: The Town Manager shall have general supervision of the affairs of the Town and shall be responsible for the efficient administration thereof. This individual is appointed by and reports directly to the Mayor.

General Requirements:

- Subject to emergency call-back with little or no notice
- Pre-employment background check

Essential Job Duties and Responsibilities:

- Plans, directs, administers and coordinates all Town policies to ensure compliance with governing codes, ordinances and regulations;
- Attends all Council meetings providing monthly updated reports of activities and arranges for minutes to be recorded and distributed appropriately and timely;
- Supervises and directs Town staff to ensure professional, effective and efficient operations of Town services;
- Conducts performance reviews for management and administrative personnel;
- Reviews all employee changes, new hires and terminations to ensure process has been followed and prepares for approval by Mayor and Council;
- Appoints, suspends or removes personnel of the Town except as otherwise provided by Resolution of the Charter of Snow Hill;
- Develops and coordinates annual budget preparation process with all department heads, the Mayor and Council;
- Supervises and approves the disbursement of all monies and controlled expenditures to assure that budget appropriations are not exceeded;
- Arranges for monthly report of Town's financial status to be provided to the Mayor and Council ensuring the proper and appropriate fiscal procedures and processes are in compliance with state and federal regulations;
- Serves at the Town spokesperson coordinating and scheduling media interviews and press release materials;
- Prepares regular article for the Town's website;
- Represents Town at public forums when delegated by the Mayor;
- Interacts with local, state, and federal government officials;
- Support and enforce the Town of Snow Hill Personnel Rules & Regulations.
- Perform other related duties prescribed by the Snow Hill Charter or required by the Mayor and Town Council not inconsistent with the Town Charter.

Qualifications and Skills:

- Requires a Bachelor's degree in Public Administration, Business Administration or Planning with five (5) to seven (7) years of experience in local government administration;
- Prior experience in the role of Town Manager;
- Three (3) to five (5) years supervisory and fiscal management experience or any equivalent combination of education and experience that meets the minimum qualifications;
- Knowledge of theories, practices and procedures of public administration with particular emphasis on local government organization and administrative operations;
- Knowledge of local government structure and operating procedures, including but not limited to budgeting,

finance, growth management, public safety and public works;

- Knowledge of relevant federal and state laws, local codes and department and Town policies;
- Knowledge of procedures of the Mayor and Council;
- Ability to establish priorities and organize work;
- Proficient computer skills;
- Ability to interact with department heads, Mayor and Council, and the general public;
- Ability to exercise discrete judgment in identifying and solving problems;
- Ability to interact with federal, state and local government officials, local media and local citizens;
- Must possess valid Maryland Class C driver's license.

Working Conditions:

- Work is primarily conducted indoors with little to no exposure to environmental conditions.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Mostly non-active work: Constant: sitting viewing; Constant: talking, hearing; Rarely pushing, pulling, carrying, and/or lifting.

Disclaimer: This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties assigned or required.