

Town of Clarksville

July 1, 2012

JOB DESCRIPTION:

Town Manager

GENERAL DESCRIPTION OF WORK:

Chief Administrative Officer of the Town. Has responsibility for the general management of the administrative affairs and work of the Town, implementing service programs including water and sewer utility and solid waste collection systems; planning and zoning, economic development and others; and preparation of reports and proposals for the Town Council as needed. Serves as Town representative to citizens and general public.

Position is appointed to serve at the pleasure of the Town Council and is responsible for monitoring, planning, organizing, assigning, and reviewing activities as directed by the Town Council under the general supervision of the Mayor. Supervises all other Town employees with the assistance of subordinate supervisors.

ESSENTIAL FUNCTIONS:

- Plans, organizes, directs and administers the executive and administrative activities of the Town.
- Assures that laws and ordinances of the Town are enforced.
- Selects, appoints and removes department heads and office personnel. Approves all personnel appointments.
- Supervises all department heads and office personnel in the performance of their functions.
- Ensures that employees receive training commensurate with their duties.
- Conducts staff meetings and encourages department heads and office personnel in self-development in their fields of expertise.
- Prepares and administers the Town's operating budget and monitors same.
- Ensures optimum use of technology in conducting the affairs of the Town and in marketing the Town through its website, and in communicating with its citizens.
- Provides recommendations regarding revenue sources, management of financial activities, investments and indebtedness, and provides leadership in securing available federal/state grants and matching fund programs.
- Prepares reports and brings recommendations regarding the functions, policies, ordinances and activities of the Town to the Town Council.
- Advises Town Council in financial and legislative matters, suggesting actions which should be taken for the betterment of the community.
- Makes recommendations regarding changes and improvements to the Town's operation.
- Plans for future development, growth, maintenance and expansion of public services.
- Participates in meetings of the Town Council, offering professional advice and counsel on matters before Council.
- Supervises and participates in preparing agenda and agenda materials for the Town Council's consideration.
- Submits monthly reports to the Town Council on the status of the Town's finances.
- Prepares annual report on Programs and Priorities.
- Negotiates contracts for professional and non-professional services and executes said contracts as authorized by the Town Council. Provides contract administration for same.
- Prepares reports, coordinates meetings and brings recommendations regarding the functions, policies or activities to the Planning Commission and Board of Zoning Appeals.

- Attends authorized meetings of various commissions, agencies, boards and committees as a representative of the Town.
- Acts as liaison between citizens of the Town, Town Council and the Town work force.
- Develops and maintains good rapport with the Federal, State and Local Agencies on behalf of the Town.
- Responds to questions from the media and acts as spokesperson for the Town.
- Attends professional meetings and otherwise keeps abreast of modern development in municipal government.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

- Possession of a Bachelor's degree in Business or Public Administration or related field.
- Broad and diversified managerial experience in planning and directing major programs of local public services; or any equivalent combination of education and experience.
- Thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs, and practices in conducting public services through Town government.
- Thorough knowledge of modern principles, practices, methods, and techniques in evaluating program and facility needs of a small-sized Town.
- Ability to evaluate socioeconomic and physical problems of smaller town populations.
- Ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of staff.
- Ability to supervise, coach, mentor, and motivate others.
- Ability to devise cost effective approaches to satisfying community needs and aspirations.
- Ability to deal courteously and effectively with the public, other public officials, and representatives of other organizations including businesses, vendors, contractors, and other state, regional, and local jurisdictions.
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to make sound decisions and exercise good judgment.
- Excellent work history and attendance record.

PHYSICAL AND ENVIRONMENTAL FACTORS:

Physical Demands

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight
- Subject to working hours significantly beyond regularly scheduled hours

Sensory Requirements

- This job has no unusual sensory requirements

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions
- Subject to working hours significantly beyond regularly scheduled hours
- Travels to off-site locations

LICENSES OR CERTIFICATIONS:

- Valid Virginia Driver's License

The Town of Clarksville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.