

TOWN OF WINSLOW, MAINE
Position Description

TOWN MANAGER

DISTINGUISHING FEATURES OF WORK

This is a responsible policy leadership and administrative position which manages the affairs of the Town of Winslow under the direction of the Winslow Town Council and in keeping with the Town Charter, the laws of the State of Maine and the United States.

This employee is an officer of the Town with the duty to receive, dispense, and account for all monies of the Town. The manager is responsible for personnel hiring, supervision, evaluation, and discipline for those positions brought under his authority by the Town Charter. He administers the personnel policy and rules as adopted by the Town Council.

The manager is responsible for annual preparation of a proposed budget and work program for the Town.

The manager has the responsibility to prepare an annual report of the previous year's activities for presentation to the Council and to the citizens of Winslow.

The manager has the responsibility of annually assisting the Council in salary negotiations, recommending a salary schedule for Town employees for Council consideration. He shall act in such capacity as the Council may require in the salary negotiation process.

The manager provides leadership and leadership support to the Council on municipal, state, and federal and other policy issues affecting the Town of Winslow.

The manager is charged with the identification of the service and policy needs of Winslow. He has the responsibility for the development of recommended program or action by the Winslow Town Council to meet the identified needs of the community.

The manager is charged with the maintenance of sound, positive public relations between the Town and its citizens and between Winslow and other governmental agencies.

EXAMPLES OF WORK (Illustrative only)

- ◆ Hires, evaluates and directs town office staff.
- ◆ Supervises the job performance of department heads.
- ◆ Prepares annual report, annual budget, and work program of the Town.
- ◆ Develops new program directions and needs, and identifies sources to accomplish programs and recommends action to the Town Council.

- ◆ Attends meetings of Town Council, preparing agenda and providing supporting documents and information pertinent to agenda items.
- ◆ Attends meetings and conventions on behalf of the Town.
- ◆ Processes citizens' complaints.
- ◆ Recommends options for investment of town funds.
- ◆ Prepares state, federal grant requests.
- ◆ Administers the Town's welfare program.
- ◆ Maintains liaison between the Council and the various boards and commissions appointed by the Council.
- ◆ Advises and assists the Action Committee of 50 economic activities.
- ◆ Produces and distributes a periodic newsletter summarizing activities of the town government.

REQUIREMENTS OF WORK

- ◆ Thorough knowledge of municipal management and community problems.
- ◆ Thorough knowledge of municipal government programs and decision-making processes.
- ◆ Working knowledge of state and federal government programs and decision-making processes.
- ◆ Ability to communicate effectively orally and in writing.
- ◆ Ability to resolve conflict.
- ◆ Ability to be creative and analytical.
- ◆ Ability to direct and supervise staff.
- ◆ Possess public relations skills.
- ◆ Ability to organize and use time effectively.
- ◆ Ability to listen and accept criticism.
- ◆ Possess budgeting skills.
- ◆ Thorough knowledge of Treasurer functions.

DESIRABLE TRAINING AND EXPERIENCE

A degree in public administration or related field or equivalent municipal management experience.