

## TOWN OF EXETER

JOB TITLE: Town Manager

7/9/13

DEPARTMENT: Administration

POSITION NUMBER: 100

EMPLOYMENT STATUS: Full-Time, Non-Union

EXEMPT STATUS: Executive Exemption

LABOR GRADE: 20

**JOB SUMMARY:** As chief administrative officer for the town, performs highly responsible supervisory and administrative work in planning, organizing and directing the daily operations of town departments under powers and duties described in NH RSA 37. Also serves as town tax collector under RSA 37:16 and Town vote.

**SUPERVISION RECEIVED:** Appointed and subject to the direction and supervision of the board of selectmen; sworn in with certification to the town clerk described in NH RSA 37. The town manager receives general supervision and policy direction from the board of selectmen, exercises independent judgement and is evaluated by the board of selectmen based upon the achievement of assigned goals and objectives.

**SUPERVISION EXERCISED:** Provides direct supervision to department heads and indirect supervision to other town employees.

**ESSENTIAL DUTIES:** (The listed examples may not include all duties of the position)

1. Provides supervision to town departments through their respective department heads.
2. Prepares regular agendas for the board of selectmen with the chairman.
3. Prepares annual town meeting warrant and warrant articles.
4. Provides support to the town on issues of litigation, supervises legal functions and coordinates with the board of selectmen as required.
5. Attends public meetings and speaks publicly on broad issues impacting the town.
6. Oversees completion of town projects, small and large, capital and non-capital.

7. Oversees the content of the town capital improvement program (working with town planner). Reviews projects, make recommendations for funding to the board of selectmen and budget recommendations committee.
8. Serves as administrative head of the town budget process. Provides guidance to departments on budget requests, submittals and performs budget reviews.
9. Approves and signs accounts payable and payroll manifests, capital project manifests, other funds manifests as required.
10. Oversees the town budget, monitors expenditures, approve adjustments.
11. Prepares the annual town budget for review by the board of selectmen, budget recommendations committee, and town meeting.
12. Oversees all purchasing for the town, including monitoring of purchasing policy and approving purchases in accordance with policy.
13. Oversees town personnel (except library personnel), including hiring, firing, and discipline.
14. Oversees preparation of the town personnel policy including amendments for adoption by the board of selectmen.
15. Supervises the deputy tax collector, signs liens, tax deeds, and performs other duties required of tax collectors under RSA 80. Administers the tax deeding program with the board of selectmen.
16. Oversees the collective bargaining process and contracts, serves as lead negotiator with three unions. Supervises contracts with unions, processes grievances and participates in arbitrations as needed.
17. Manages the town's capital program financing, including debt management, borrowing, and lease/purchase programs.
18. Provides leadership and direction on economic development initiatives. Serves on the economic development commission by virtue of office.
19. Attends meetings representing the town with boards and committees of the town government.
20. Attends meetings representing the town with community organizations and outside organizations.

21. Triage citizen issues on a number of different topics, provides resolution and refers to departments where needed.
22. Drafts policies for consideration by the board of selectmen.
23. Coordinates annual goal setting session of the board of selectmen.
24. Provides policy guidance to the board of selectmen, troubleshoot issues related to the board and town business, and provides recommended solutions.
25. Signs permits for property use on behalf of the board.
26. Engages other government agencies, state and federal legislators on issues of importance to Exeter.
27. Represents the town at legislative meetings, committee hearings, and on legislative committees.
28. Organizes and develops workflows in municipal offices, structures organization and makes recommendations on organization structure to the Board of Selectmen.
29. Oversees EXTV operations for the town government channel, public access through CATV fund.
30. Performs other related duties as required.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED BY THE POSITION:**

1. Knowledge of the principles and practices of public administration, financial and human resource management.
2. Knowledge of the functions, organization and operations of all town departments.
3. Knowledge of town policies and procedures, ordinances and state and federal statutes, including municipal tax processes, liens, deeds and collections.
4. Knowledge of governmental accounting principles, municipal budget preparation, finance and audit procedures specific to SB2.
5. Knowledge of labor and contract management, collective bargaining RSAs and methods.
6. Knowledge of economic development strategies, marketing, development processes and zoning regulations.
7. Knowledge of legal issues and liabilities.

8. Knowledge of capital projects and planning.
9. Knowledge of the principles and practices of effective public relations and the management of personnel.
10. Skill in public and interpersonal relations.
11. Skill in oral and written communication, and public presentation.
12. Skill in the development of short-term and long-term plans.
13. Skill in performing analytical operations.
14. Skill in establishing priorities and organizing work.
15. Skill in managing multiple and concurrent projects.
16. Skill in management, leadership and supervision.
17. Skill in facilitating meetings and forums.
18. Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.
19. Ability to communicate effectively, both verbally and in writing.
20. Ability to plan, supervise and inspect the work of professional, technical and support personnel.
21. Ability to delegate responsibility.
22. Ability to prepare and present technical and statistical reports.
23. Ability to negotiate and resolve disputes effectively.
24. Ability to exercise creativity and initiative in resolving town problems and issues.
25. Ability to establish and maintain effective working relationships with employees, town officials, the business community, the general public and state, regional and federal officials.

**SUPERVISORY CONTROLS:** The supervisor provides administrative direction with assignments in terms of broadly defined missions or functions. The employee has responsibility for planning, designing and carrying out programs, projects, studies or other work independently.

Results of the work are considered as technically authoritative and are normally accepted without significant change. If the work should be reviewed, the review concerns such matters as fulfillment of program objectives, effect of advice and influence of the overall program, or the contribution to the advancement of technology. Recommendations for new projects and alterations of objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals or organizational priorities.

**GUIDELINES:** Guidelines are broadly stated and nonspecific, i.e., broad policy statements and basic legislation which require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.

**COMPLEXITY:** The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis, typically for an administrative or professional field. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology or interpretation and evaluation processes resulting from such elements as continuing changes in programs, technological developments, unknown phenomena or conflicting requirements. The work requires originating new techniques, establishing criteria or developing new information.

**SCOPE AND EFFECT:** The work involves establishing criteria; formulating projects; assessing program effectiveness; or investigating or analyzing a variety of unusual conditions, problems or questions. The work product or service affects a wide range of agency activities, major activities of industrial concerns or the operation of other agencies.

**PERSONAL CONTACTS:** The personal contacts are with individuals or groups from outside the employing agency in a moderately unstructured setting (e.g., the contacts are not established on a routine basis; the purpose and extent of each contact is different and the role and authority of each party is identified and developed during the course of the contact).

**PURPOSE OF CONTACTS:** The purpose is to plan, coordinate or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

**PHYSICAL DEMANDS:** The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; driving an automobile; etc. No special physical demands are required to perform the work.

**WORK ENVIRONMENT:** The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries and residences or commercial vehicles (e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc.). The work area is adequately lighted, heated and ventilated.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** Executives at this level have responsibility and authority for the work performed by more than one departmental area. They are usually responsible for monitoring overall operations, developing or approving recommendations on major policy issues for all departments and representing the organization with elected officials and the public.

**MINIMUM QUALIFICATIONS:**

1. Knowledge and level of competency commonly associated with the completion of a master's degree in public management, accounting/finance or related occupational field.
2. Experience sufficient to understand the diverse objectives and functions of the position, usually interpreted to require five (5) to eight (8) years of progressively responsible administrative and supervisory experience, preferably in municipal government; or any equivalent combination of education or experience which demonstrates possession of the required knowledge, skills and abilities.