

Town of Hardwick
Town Manager
Job Description

Summary

The Town Manager's work is performed in accordance with state and federal laws and regulations, Town Charter, ordinances, policies and accepted professional standards and practices. The Town Manager provides general supervision of the affairs of the Town, is administrative head of all Town departments and is responsible for the efficient administration thereof.

The Hardwick Town Manager serves as the non-partisan Chief Administrative Officer of the Town per Chapter 37 of Title 24 Vermont Statutes Annotated and the Town of Hardwick Municipal Charter 24 V.S.A. App. Chapter 123.

The Town Manager receives policy direction from the five member Select Board. Technical decisions and administrative functions are performed without direct supervision; however, matters affecting the policy of the Town of Hardwick are referred to the Select Board. Work involves intensive interaction with state and federal officials, Town boards, commissions, employees, volunteers, and the general public.

The administrative position primarily involves office work around preparing and managing the municipal budget while responding to a myriad of citizen concerns, problems, and complaints with courtesy and dispatch. Attendance at evening meetings and some field guidance as needed on Town projects.

The ideal candidate for Hardwick Town Manager is an unflappable individual who is both mentally focused and able to adapt to meet multifaceted priorities and challenges with efficiency and a healthy dose of humor. The position requires the intellectual acuity, good judgment, and transparent and collaborative approach to handle stressful conditions that may include competing priorities, multiple constituents, and often tight deadlines.

Desired Knowledge, Skills & Abilities

- Extensive knowledge and experience of public administration with reference to municipal administration, budget preparation, organizational management, and oversight of police department.
- Ability to communicate effectively and politely both orally and in writing with the Select Board, Town officers and employees, the media, and the public.
- Skilled with use of computers, software, and the internet with respect to research and project management, public relations, and town planning.
- Extensive knowledge of research methods and techniques used to assemble, organize and present written or oral statistical, financial and other information.
- Thorough knowledge of the laws, ordinances, and other requirements governing municipal operations.
- Ability to organize, direct, and coordinate the activities of Town departments.
- Thorough knowledge of community development, municipal management including the ability to

research, develop, drafts, recommend, rewrite, implement and enforce a wide range of Town operation policies, procedures, and ordinances.

-Ability to prioritize multiple pressing issues and make presentations to the Select Board and the public that distill technical information into concepts and terms that will be accurately and easily understood.

-Commitment to the Town's purposes and objectives as determined by the voters and its' boards and commissions alongside the ability to motivate and engender innovation and assumption of appropriate responsibility and decision making by staff, employees, and community leaders.

-Ability to think creatively, to be analytical, and to resolve conflict.

-Must possess genuine interest and enthusiasm for Hardwick history, community, and culture as it pertains to the continued positive aspirations of equity and inclusion and community development.

-Experience in leading successful contract negotiations particularly for intergovernmental agreements, economic development projects, and collective bargaining agreements.

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-Per the Town Charter, the town manager shall be a resident of the Town of Hardwick once appointed in office. The Select Board may grant permission for the manager to live outside of the Town should there be sufficient reason. If the Town Manager resides outside of Town, participation in traditional Town events and activities will be required to encourage and support collective community involvement.

Typical Duties & Responsibilities of the Office of the Town Manager

-Oversight of all staff including Police Department, Public Works Department, Municipal Buildings, Community Development Coordinator, Assessors, and Town Office.

-Ensure that the policies established by the Select Board are carried out in a professional and equitable manner.

-Oversee efficient and accurate preparation and administration of the annual operating budget, capital plan budget and water & sewer utility fund budgets.

-Identify and direct the application/s for relevant grant funding. Manage funds as directed by granting entity.

-Serve as Purchasing Officer responsible for general purchasing, bidding, contracts, and negotiations.

-Provide background research on topics as directed by the Select Board.

-Represent the Select Board as needed on local and regional boards, committees, and at various functions.

-Administer municipal revolving loan fund and tax stabilization programs.

- Maintain positive working relationships with local cultural facilities, nonprofit and service organizations.
- Assist in coordination of outreach, public relations, and public/private development efforts.
- Serve as Human Resources Officer by overseeing all personnel practices and procedures: including hiring, annual evaluation/review, corrective action and termination of employees and staff. Coordinate and facilitate positive working relations among all municipal departments.
- Direct the preparation and posting of all agendas for Select Board meetings.
- Assist Select Board during meetings by making recommendations regarding questions and issues under consideration combined with prioritizing multiple pressing issues and making clear and accurate presentations of technical information to the Select Board and the public.
- Direct, develop, and evaluate new and existing programs. Identify new directions and needs, perform needs assessments, and identify resources to evaluate effectiveness, accomplish programmatic goals, and recommend action to the Select Board.
- Serve as Collector of Delinquent Taxes.

Preferred Experience and Training

A Bachelor's Degree in public administration or a related field is required unless the applicant has a master's degree in public administration or a related field. A master's degree and previous experience in rural municipal government with an emphasis on experience preparing and managing a municipal budget and in overseeing police and public works departments is preferred. Grant writing and project planning experience is desirable. Possession of a valid driver's license and a reliable personal vehicle for use when traveling on Town business is required. Knowledge of the operation of Vermont municipal government, duties of municipal officials and State and Federal laws affecting municipalities is also preferred.

Disclaimer

The above information is intended to describe the general nature of the Town Manager position and is not considered to be a complete statement of duties, responsibilities, and requirements.