

Hardwick Town Manager Position Description

Summary

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

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 the administrative head of all Town departments, and is responsible for the efficient administration thereof.

The Town Manager receives policy direction from the 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.

Typical Duties and Responsibilities

- Primary responsibility is oversight of all staff including Police Department, Water and Sewer Department, Roads and Highways, Assessors, Public buildings, and 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, and sewer fund budgets.
- Identify and apply 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 on boards, committees, and at various functions.
- Administer municipal revolving loan fund and tax stabilization programs.
- Maintain positive working relationships with local cultural facilities and service organizations.
- Coordinate 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.
- Prepare and post the agenda for Select Board meetings
- Assist Select Board during meetings by investigating and making recommendations regarding questions and issues under consideration.
- 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.
- Perform related work as required.
- Serve as Assistant Health Officer

Knowledge, Skills and Abilities

- Extensive knowledge of public administration with particular reference to municipal administration, budget preparation, and organizational management.
- Extensive knowledge of research methods and techniques used to assemble, organize and present written or oral statistical, financial and other information.
- Skilled with use of computers, software, and the internet with respect to research and project management, public relations and town planning.
- 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, and community problems and potential solutions.
- Commitment to Town's purposes and objectives as determined by the voters and its boards and commissions.
- Ability to communicate effectively and politely both orally and in writing with the Select Board, Town officers and employees, the media, and the public.

- 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.
- Ability to research, develop, draft, recommend, rewrite, implement, and enforce a wide range of Town operating policies, procedures, and ordinances.
- Genuine interest and enthusiasm for Hardwick history, community, and culture as it pertains to the continued positive aspirations and community development.
- Possession of a valid driver's license and a reliable personal vehicle for use when traveling on Town business.
- 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 the Town should there be sufficient reason.

Physical and Mental Demands

- Requires the ability to abruptly switch focus dozens of times throughout the day to address frequently changing priorities.
- Requires the ability to maintain mental focus to produce accurate spreadsheets and monthly and quarterly reports within a noisy, open office atmosphere.
- Requires the ability to prioritize multiple pressing issues and make presentations to the Selectboard and the public that distill technical information into concepts and terms they will understand easily and accurately.
- Requires the ability to handle stressful conditions that include competing priorities, multiple constituents, and tight deadlines.

Working Conditions

Town Manager's position primarily involves office work around preparing and managing the municipal budget while responding to citizen concerns, problems, and complaints with courtesy and dispatch. The position also requires field guidance as needed on Town projects as well as frequent attendance at evening meetings.

Desired Experience and Training

Bachelor's Degree in public administration or related field is required; Master's degree and or previous experience in rural municipal government with emphasis on experience preparing and managing a municipal budget is preferred. Grant writing and project planning is extremely desirable. Knowledge of the operation of Vermont municipal government, duties of municipal officials and State and Federal laws affecting municipalities 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.