

**Town Manager  
Job Description  
Town Of Wilmington, Vermont**

**Nature and Scope**

The Wilmington Town Manager is the municipality's chief administrative officer and is responsible for the day-to-day operations of the Town. Pursuant to 24 V.S.A. Chapter 37, the Town Manager shall have the general supervision of the affairs of the Town, but be the administrative head of all departments, and be responsible for the efficient administration thereof.

The Manager is supervised by a five-member Selectboard and has broad responsibility in the following areas: developing and overseeing the town budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, and public relations.

This position may require working long hours and frequently required attendance at night meetings. Work is performed under typical office conditions and requires excellent computer skills, driver's license, and working knowledge of standard office equipment.

**Duties and Responsibilities**

- Ensure the efficient and effective delivery of town services under broad policy guidance from the Selectboard.
- Manage and supervise the following departments: Police, Fire, Highway, Wastewater and Compost, Zoning and Building, and Transfer Station.
- Coordinate the activities of all town departments and foster communication and collaboration with independently elected town officers.
- Supervise all hired and appointed personnel; plan and organize workloads and assignments, train, motivate and evaluate staff; review progress and direct changes as needed.
- Assist the Selectboard with their policy making process by identifying unmet needs, analyzing possible solutions, and providing the Selectboard with professional advice.
- Develop and manage the town budget, including presentation of proposed budget to the Selectboard, monitoring of revenues and expenses, performing cost control activities, and administering a capital planning program.
- Ensure the timely preparation of the Town Meeting warning and Town Report.
- Prepare the agenda and related materials for all Selectboard meetings; attend all meetings unless otherwise directed.
- Serve as the principal representative of the Town in all matters, including meetings with county, regional, state, and federal officials unless otherwise directed.
- Conduct research and develop recommendations on policy matters pending before the board.
- Regularly inform the Selectboard of the general affairs of the town, including financial condition, departmental operations, activities of other boards and commissions, emerging policy issues, administrative actions, and short and long range needs.
- Appoint and remove all employees in accordance with town personnel policies and relevant statutory requirements.
- Supervise the repair, construction, and maintenance of all town buildings and facilities.
- Serve as primary contact with town attorney(s); coordinate communication between the Selectboard, counsel, and any relevant boards and commissions.
- Serve as Road Commissioner and Collector of Current and Delinquent Taxes.
- Supervise all town functions and departments in existence or created by act of the Selectboard, including any licensing systems not otherwise regulated by law.
- Perform other duties as required by the board or as situation dictates.

### **Requirements of Work**

- Thorough knowledge of the principles and practices of municipal government administration.
- Working knowledge of municipal finance, human resources, public works, public safety, community development, and intergovernmental relations.
- Ability to establish and maintain professional relationships with other town officials, community groups, governmental representatives, and members of the public.
- Ability to lead, manages, and supervises staff and efficiently delegate tasks.
- Exceptional written and oral communication skills.
- Ability to work as part of a team.
- Ability to prepare succinct analysis of complicated subject matter and identify possible solutions.
- Ability to accept constructive criticism.
- Genuine enthusiasm for serving the town.
- Reliability and sound judgment.
- Possession of a valid driver's license and a reliable personal vehicle for use when traveling on Town business.

### **Education, Training, and Experience**

- Proven management experience in a multi-functional organization; public sector expertise preferred
- BA in political science, government, business administration, or related field required.
- Advanced degree in public administration, business, or law, or equivalent combination of experience preferred.
- Considerable knowledge of the operations of Vermont municipal government, the duties of municipal officials, and State and federal law provisions affecting municipalities.

### **Additional Desirable Qualities**

- Good sense of humor
- Skilled at team building
- Good listening skills
- Approachable management style
- Apolitical
- Consensus builder