

Town of Parker Job Description: Town Manager

DEFINITION:

Under policy direction, plans, organizes, directs, and manages all programs and services provided by the Town of Parker and related operational activities; provides leadership to the Town organization; advises and assists the Town Council; and represents the Town's interests with other levels and agencies of government, business interests, and community at large.

Examples of Duties

DUTIES AND RESPONSIBILITIES:

The duties listed below represent the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is related or a logical assignment to this class.

- Directs the development and implementation of Town goals and objectives as well as policies and procedures necessary to provide municipal services, approve new or modified programs, systems, administrative/personnel policies and procedures.
- Coordinates Town Activities, between departments and with outside agencies and organizations; makes appropriate decisions or recommendations for Town Council consideration and adoption; provides staff assistance to the Town Council; prepares and presents staff reports and other necessary correspondence.
- Serves as the principal advisor to the Mayor and Town Council; exercises independent judgment within broad policy guidelines; evaluates and analyzes issues and policies and recommends and implements solutions; identifies and monitors goals and objectives; assures effective communication of actions required to meet the needs of internal and external customers.
- Assigns work activities, projects and programs; monitors work flow, reviews and evaluates work products, methods and procedures.
- Directs the development, presentation and administration of the Town budget; prepares and oversees the financial forecast of funding needed for staffing, equipment, materials, and supplies; monitors revenues and expenditures; makes mid-year adjustments.
- Prepares and submits to the Town Council annual reports of financial and administrative activities; keeps Town Council advised of financial conditions, program progress, and present and future needs of the Town.
- Confers with residents, taxpayers, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of Townconcern; responds to and resolves difficult and sensitive citizen inquiries and complaints.
- Oversees the enforcement of all Town ordinances; monitors and assigns oversight of all contractual agreements with franchises and contractors.

- Represents the Town to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.
- Attends Council meetings; performs duties as may be prescribed by Town Council action.
- Researches, prepares and presents technical and administrative reports and studies to Council, commissions and a variety of committees; prepares written correspondence.
- Builds and maintains positive working relationships with the Mayor, Town Council, co-workers, other Town employees and the public using principles of good customer service.
- Performs related duties as assigned.

Knowledge of:

- Principles, methods, laws, rules, and regulations pertaining to Town management.
- Economic, social, environmental, and physical needs of the community.
- Organization and operation of municipal government.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Pertinent local, state and federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration, and human resource management.
- Principles and practices of budget preparation and administration.

Ability to:

- Plan, direct, and control the administration and operations of the Department.
- Prepare and administer department budgets.
- Apply principles, methods, laws, rules, and regulations pertaining to Town management.
- Develop and implement department policies and procedures.
- Supervise, train, and evaluate assigned personnel.
- Establish and maintain cooperative working relationships with Town employees, officials, and representatives from other local, state and Federal agencies.
- Assess and prioritize multiple tasks, projects and demands.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Interpret and apply federal, state, local, and department policies, procedures, laws and regulations.
- Represent the Town's interests before boards and commissions of local agencies and special water and sewer districts as directed by the Town Council.
- Identify and respond to public and Town Council issues and concerns.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 10 pounds unaided. Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

Work Environment:

The employee works in an office environment where the noise level is usually quiet.

OTHER CONDITIONS OF EMPLOYMENT:

May require after hours work including evenings, weekends and holidays.

Typical Qualifications**MINIMUM QUALIFICATIONS:****EDUCATION, TRAINING AND EXPERIENCE**

Bachelor's Degree in Business or Public Administration; AND seven year's municipal government management experience; OR an equivalent combination of education, training and experience.

LICENSES AND CERTIFICATES:

A valid Arizona driver license will be required at the time of appointment and must be maintained throughout employment.

SPECIAL REQUIREMENTS:

- Residency within 25 miles of the Town of Parker
- Must have the ability to pass an extensive background check.