

TOWN OF GILLAMS, NL



JOB DESCRIPTION

Position Title: Town Manager

DEFINITION AND PRIMARY FUNCTION

Under the direction of council, the town manager performs highly responsible administrative work relating to municipal issues. The Town Manager exercises supervision over employees, and develops and administers town priorities, policies, programs, projects, and procedures. The Town Manager is responsible for a wide range of research and representational activities requiring good judgment, analytical ability, diplomacy, and confidentiality. Professionalism and extensive knowledge of administrative practices are mandatory for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Conducts organizational, administrative, fiscal and other studies and collects and analyzes information on operational and administrative problems;
- Directs and manages the development and implementation of Town goals, objectives, policies and priorities;
- Coordinates activities with outside agencies and organizations;
- Directs specific and comprehensive analysis of a wide range of municipal policies;
- Assists in developing policies and procedures;
- Responds to citizens on calls made to the Town office and/or Town Council about issues/complaints/suggestions ensuring Town responsiveness;
- Meets and corresponds with various citizens, professionals, business and other groups to answer questions, potentially securing their assistance in carrying out various programs;
- Performs special research assignments and creates reports for the Town Council;
- Acts as liaison between the Town and various Boards and Commissions;
- Manages special projects as assigned;
- Prepare and present annual budgets for the town and monitor the financial position;
- Preparation for, and the coordination of, the annual audit;
- Assist with elections and other legislative function;
- Administer forms required for home sales, permits, and assessments;
- Direct the preparation and administration of specific grant applications;
- May be responsible for supervising people;
- Meets as needed with the Town Council members and attends Council meetings;
- Administers meeting agendas and minutes

EDUCATION AND/OR EXPERIENCE

- Min. 2 yr. Office Administration
- Familiar with Municipal operations
- Accounting
- English communication
- Organization Behavior

KNOWLEDGE, SKILLS, AND ABILITIES

- Office Administration theory and practice
- Computer Systems
- Budgeting
- Billing
- Organizational Behavior
- Banking
- English and Math
- Municipal operations
- Applicable government rules and regulations

WORKING CONDITIONS

- Handling complaints and deadlines
- Attending council meetings
- Contact with government and contractors
- Travel to Corner Brook for meetings and banking tasks