



TOWN OF BEDFORD
JOB DESCRIPTION

DEPARTMENT: TOWN MANAGER

ELECTED	<input type="checkbox"/>	APPOINTED	<input checked="" type="checkbox"/>
EXEMPT	<input checked="" type="checkbox"/>	NON-EXEMPT	<input type="checkbox"/>
FULL TIME	<input checked="" type="checkbox"/>	PART TIME	<input type="checkbox"/>
UNION	<input type="checkbox"/>	NON-UNION	<input checked="" type="checkbox"/>

Last Updated: November 2011

TOWN MANAGER

SPECIFICATIONS:

The Town Manager is the Chief Administrative Officer of the Town who supervises and is responsible for the administrative and financial affairs of the Town. The Manager is appointed by and serves at the pleasure of the Town Council. The Manager carries out the policies enacted by the Town Council and is responsible for the preservation of the health, safety and welfare of persons and property as well as the enforcement of ordinances of the Town, the Town Charter, and the laws of the State of New Hampshire. This position also supervises and directs the administration of all Town departments and personnel therein.

TYPICAL DUTIES:

The following are some of the typical duties of the Town Manager. It is not intended to be exclusive of other related duties which may be required by the Town Council from time to time.

1. Maintains accounting control over the finances of the Town;
2. Makes financial reports and performs such other related duties as may be required by the Administrative Code;
3. Assures the audit and approval of all authorized claims against the Town before paying the same;
4. Keeps the Council informed of the condition of the needs of the Town and makes such reports and recommendations as deemed advisable or as may be required;
5. Maintains control of the rental and use of all Town facilities;
6. Maintains control of all maintenance and repair of all Town property;
7. Ensures a full and complete inventory of all property of the Town, both real and personal;
8. Convenes with the chairmen of the administrative committees at least annually to discuss matters of common concern;
9. Organizes, continues or discontinues departments and committees as needed at the direction of the Council.
10. Attends all regular and special meetings of the Council as required. In cooperation with the Council Chair, directs preparation of the meeting agendas.
11. Examines or causes to be examined the affairs or conduct of any department or employee under his/her control to insure the proper performance of duties and shall have access to all Town records, books or papers to properly perform this function.

12. Provides information to the public as well as the staff concerning policies and programs of the Town and the Council.
13. Exercises control over all municipal facilities, the construction and maintenance of all Town buildings, roads, highways, walks and bridges, parks, recreational areas and all other Town facilities.
14. Identifies and where feasible, implements new and more efficient methods of operations for Town departments.
15. Works closely with the public receiving inquiries and complaints and attending to the resolution of same.
16. When requested by the Council, the Manager conducts research on various matters and provides supporting data on same relative to Town affairs/concerns.
17. Remains alert to new and effective methods of fiscal management including grant application and administration.
18. May represents the governing board at policy meetings with Federal, State and Local officials.
19. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for the Town.
20. Monitors legislation pending in the legislature; secures policy direction from the Council and communicates same to legislators. May act as liaison to congressional staff or lobbyists.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of public administration, including personnel management, financial management and public sector management principals, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials.

MINIMUM QUALIFICATIONS:

Appointees to the position of Town Manager must possess the following qualifications:

1. Bachelor's degree in Public Administration or related field from an accredited college or university, (Masters degree and ICMA Credentialed Manager preferred);
2. Five (5) to ten (10) years increasingly responsible local government management experience;
3. Must reside in the Town of Bedford within six (6) months of appointment.