

TOWN OF LYMAN, MAINE
JOB DESCRIPTION

Job Title: Town Manager	Department: Administration
Classification (Grade/Step): 15	Reports to: Select Board
Effective Date: July 1, 2023	Date Updated:

Summary

Performs responsible and varied professional work in managing the day-to-day affairs of the Town of Lyman. This position is appointed by the Select Board (hereinafter referred to as the “Board” and is responsible for administering the policies and duties as established by the Board and prescribed by State Law and in accordance with Town Charter. Serves as the Chief Administrative Officer and head of the Administrative branch of Town Government. Performs all other work as required.

Essential Functions

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- All duties as outlined in M.R.S.A. 30-A. § 2636 relating to Powers and Duties of Town Manager and the Town Charter.
- Prepares the Select Board agenda and attends all meetings of the Board and other boards and committees as necessary. And acts for the Board in accordance with established policies.
- Develops policy proposals and recommends policy alternatives to the Select Board.
- Coordinates Town operational policies, rules, regulations, and procedures.
- Serves as the Town Clerk, utilizing experienced deputies to perform the majority of this daily work.
- Responsible for the annual preparation of the proposed budget and the administration of the budget once adopted. Works closely with the Treasurer in the development of the budget.
- Plans, directs, and coordinates, through department heads and other staff, the work plan for the Town. Assigns projects and programmatic areas of responsibility. Reviews and evaluates work methods and procedures and meets with management staff to identify and resolve problems.
- Responsible for the administration of the Town’s personnel system. Manages the functions of staffing, performance management, training and development, compensation, labor and employee relations, benefits, and occupational safety. Enforces personnel policies.

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- Initiates the filling of vacancies in municipal positions, including department head positions, committees, and boards.
- Oversees the maintenance of the town's physical facilities and capital assets.
- Reviews budget reports, financial statements, requests for proposals and other documents. Makes recommendations and forwards documents for further action as required.
- Conducts annual performance evaluations on all employees directly under management control. Conducts regular staff meetings with department heads and reviews program goals and objectives.
- Supervises the Town's purchasing practices. Executes contracts on behalf of the Town to authorized limits. Coordinates purchase of supplies, materials, and equipment. Reviews purchases to ensure the process conforms to state and local laws and regulations. Responsible for ensuring a complete inventory of Town property.
- In person contact is an essential function of this position. This is not a remote position.
- Performs other related work as required.

Minimum Qualifications (Training, Education, Experience)

Bachelor's Degree in Public or Business Administration or closely related field; five years' progressively responsible administrative and supervisory experience preferably in municipal management or similar field; or any equivalent combination of relevant experience and education may be considered. Must possess a valid motor vehicle operator's license.

Knowledge, Ability, Skill

Knowledge: Thorough knowledge of public administration, including personnel management, financial management and public sector management principles, policies, and practices. Knowledge of the functions, organization, and operations of town departments. Knowledge of municipal budget preparation, finance, and audit procedures.

Ability: 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 negotiate and resolve disputes. Ability to establish and maintain effective working relationships with employees, Town Officials, the business community, the general public and state, regional and federal officials. Ability to prioritize multiple tasks and to maintain confidentiality and demonstrate ethics, integrity, and tact.

Skills: Proficient fiscal skills, public and interpersonal relations. Skill in oral and written communication and public presentation. Demonstrated skills in working cooperatively with other agencies, citizen groups, and individuals in promoting the best delivery of services to the community. Excellent managerial and organizational skills. Proficient in utilizing contemporary office applications for word processing, database, presentation, and internet use.

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Supervision

Received: Works under the direction of the Select Board.

Exercised: Supervises all Town Department Heads and Town Offices.

Responsibility: Performs varied and responsible duties requiring a thorough knowledge of departmental operations and the exercise of considerable judgment to independently complete assigned tasks, and to analyze the facts or circumstances surrounding individual problems in situations not clearly defined by precedent or established procedures.

Job Environment

- Work is performed under typical office conditions; schedule requires attendance at evening meetings; work environment is moderately noisy, and subject to frequent interruptions.
- Operates computer, automobile, calculator, copier, facsimile machine, and other standard office equipment.
- Contacts are by phone, through correspondence, and in person; they generally consist of an information exchange dialogue, discussing routine and semi-complex issues.
- Makes frequent contact with the general public, town employees, state and federal officials, local businesses, vendors, the media, neighborhood organizations, non-profit organizations, and other communities.
- Errors in judgment and administration could have a continuing adverse effect on the town's ability to deliver services and result in monetary loss and legal repercussions.

Physical Requirements

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Regularly required to walk, stand, sit, talk, and hear; operate objects, tools, or controls; pick up paper, files, and other common office objects. Ability to view computer screens and work with details for extended periods of time. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Must be able to communicate effectively in writing and orally. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.)

I have read and understand the job duties and expectations as outlined in this job description.

Employee _____ Date _____

Equal Opportunity/Americans with Disabilities Act Employer