

**TOWN OF KENNEBUNK, MAINE
POSITION DESCRIPTION**

CLASS TITLE:	Town Manager	STATUS:	Full-time, Exempt
DEPARTMENT:	Town Manager's Office	UNION:	Not Applicable
DATE:	June 2005	REVISED:	November 2021

GENERAL PURPOSE:

This is a responsible administrative leadership role, as head of the Town. The Town Manager is under the direction of the Select Board. Performance must be in accordance with the Town Charter and local ordinances.

Position is responsible for the achievement of tangible results through people. Work involves a certain degree of urgency to produce and requires firm dealing with people to achieve results. Work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

SUPERVISION RECEIVED:

Work is performed under the direction of the Select Board.

SUPERVISION EXERCISED:

Directly supervises the Manager's Administrative Assistant, Communications & Marketing Specialist, Economic Development Specialist, and all Division Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Illustrative examples; not intended to be all-inclusive)*

- Maintains the administrative organization of the Town to ensure efficiency of operation.
- Manages and supervises all departments, agencies and offices of the Town to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed;
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed;
- Provides professional advice to the Select Board and Division Directors; makes presentations to councils, boards, commissions, civic groups and the general public;
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time;
- Oversees the accounting of all monies of the Town.

- Submits a budget for Select Board and Budget Board review.
- Recommends for Select Board approval all Division Directors and supervises their performance on a day-to-day basis.
- Sees that all laws and ordinances are faithfully performed;
- Removes department heads, officers, and employees.
- Acts as the hiring and promotion agent for the Town.
- Recommends annual salary schedule for Town employees for Select Board consideration.
- Identifies service and policy needs of Kennebunk and brings to the attention of the Select Board with recommendations for action.
- Maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local agencies.
- Maintains contact with public by handling suggestions, complaints and information requests.
- Carries out the directives of the Select Board.
- Maintains a cooperative and collaborative relationship between volunteer committees and boards, staff, and Select Board.
- Recommends volunteer candidates of Committees and Boards to Select Board.
- Attends meetings of the Select Board, prepares agendas, and provides supporting documents and information pertinent to agenda items.
- Attends various meetings on behalf of the Town.
- Prepares federal and state grant requests and administers grant programs.
- Enforces municipal and state codes.
- Interacts with numerous municipal committees as needed.
- Performs related work as required.

MINIMUM JOB QUALIFICATIONS:

Education and Experience-

- (A) Bachelor's or Master's degree in public administration, management or related field;
- (B) Experience working in a progressively responsible position within municipal government preferred;
- (C) A minimum of five years of management-related experience;
- (D) Experience working with boards and committees preferred;
- (E) Any equivalent combination of training and progressively responsible experience that meets the knowledge, skills and abilities of this position may be considered.

Knowledge, Skills and Abilities-

- Thorough knowledge of municipal management and community issues.
- Thorough knowledge and understanding of administrative organization, design and evaluation.
- Thorough knowledge of financial administration and the design of financial accounting and reporting systems.
- Thorough knowledge of the theory and practice of public personnel administration.
- Thorough knowledge of municipal government programs and decision-making processes.
- Working knowledge of state and federal programs.

- Skilled in conflict resolution.
- Skilled in time management.
- Ability to communicate effectively orally and in writing.
- Ability to listen to others.
- Ability to direct and supervise others and to delegate.
- Ability to work long hours, weekends, and some holidays.
- Ability to manage multiple priorities under long periods of medium to high stress.
- Ability to give and accept constructive criticism.
- Ability to act independently and without precedent in the face of problems.

SPECIAL REQUIREMENTS:

The employee in this position is required to work long hours, weekends, and some holidays in order meet goals and objectives.

PHYSICAL DEMANDS:

Position requires the ability to work in an office setting. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as papers, books, small parts; etc. Must be able to lift 25 pounds. The position requires occasional in-state, out-of-state and overnight travel.

The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices and meeting and training rooms, use of safe work practices with office equipment, avoidance of trips and falls, etc. The work area is adequately lighted, heated, and ventilated.

The duties listed above 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.

The 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.

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.