**A. Nature of Work:**The position of Town Manager in Wayne requires responsible leadership work as the Chief Executive and administrative official of the Town. The Town Manager is under the direction of the Select Board and is responsible to the Select Board for the effective and efficient operations of all departments and offices over which the Select Board has control, excluding those administered differently pursuant to town ordinance. Performance must be in accordance with Maine Statutes and local ordinances.

Work involves planning, budget making, problem solving, supervising a staff, managing multiple projects simultaneously, and organizing. The Town Manager has the authority to make decisions as well as delegate to others. Although governed by policies, the Manager must be flexible enough to deal with unique situations.

**B. Essential Duties and Responsibilities:**

**1. General**

a. Execute all ordinances of the Town and enforce municipal and State codes.

b. Stay current on laws, regulations, funding sources and best practices of town government administration. Identify service and policy needs of Wayne, including those identified in the Comprehensive Plan, and bring them to the attention of the Select Board with recommendations for action. Make recommendations to the Select Board for the more efficient operation of the town.

c. Attend all meetings of the Select Board, prepare its agendas, provide supporting documents and information pertinent to agenda items and provide for draft minutes for Select Board review and adoption.

d. Prepare the warrants for and attend annual and special town meetings and hearings. Ensure all meetings are legally noticed as required.

e. Serve as immediate contact person and facilitator of the response involving multiple agencies of town and state governments.

**2. Financial**
a. Prepare annual budget for submission to Select Board and Budget Committee.

b. Manage the budget and oversee the accounting of all monies of the Town. Keep the Select Board and the residents of the town informed about the town’s financial conditionand assure all required reports are submitted.

c. Use generally accepted accounting principles, work with others to prepare for audit and work with the auditor in the performance of the Town’s independent audit, all to ensure successful audits.

d. Monitor administration of tax anticipation borrowing or bonding.

e. Prepare federal, State and non-government grant proposals and administer and complete reporting for grant programs.

f. Prepare an annual work program and an annual report of the previous year's activitiesfor presentation to Select Board and citizens of Wayne.

**3. Human Resources**

a. Unless otherwise provided by town ordinance appoint, subject to confirmation by the Select Board supervise and control the employees of the Town and other Town officials as directed by the Select Board. This does not include members of boards, commissions, committees and single assessors appointed by the Select Board.

b. Provide effective supervision and guidance for all Town employees reporting to the Town Manager. Evaluate, decide on promotions, set work schedules, provide discipline, and ensure a healthy work environment in the Town Office.

c. Recommend the annual salary schedule of Town employees for the Select Board’s consideration.

d. Have exclusive authority to remove for cause, after notice and hearing, all persons whom the manager is authorized to appoint and report all removals to the Select Board.

**4. Public Relations**

a. Maintain sound public relations between the Town and its citizens, the press, other federal, state and local governmental agencies, non-governmental organizations and the general public.

b. Maintain contact with the public by handling suggestions, complaints and information requests. Assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.

**5. Additional Roles of Town Manager**

a. Act as purchasing agent for all Town departments, including contractual services, in accordance with the Town’s purchasing policies.

b. Perform duties of the Town Health Officer, General Assistance Administrator, Road Commissioner and any other separate municipal office appointed to by the Select Board.

c. Coordinate the legal matters of the town under the direction of the Select Board and with the aid of the Town Attorney when needed.

d. Maintain positive interaction with numerous town committees and provide assistance as directed by the Select Board.

e. Perform all other duties assigned by the Select Board.

**C. Expectations and Qualifications**

**1. Expectations**

a. Provide a high level of customer service, both internally and externally.

b. Communicate in an open, respectful and honest manner with everyone.

c. Communicate proactively with the Selectboard regarding work flow, priorities, problems, suggestions, etc.

d. Employee must be goal-minded and possess a self-starting drive to get things done.

e. Employee must have a positive attitude.

f. Competent and confident in required tasks, and not need continuing remediation.

g.

 Sensitive to the fiscal impacts of property taxes on all residents of the town.

h. Remain neutral and non-partisan in town politics.

i. Must have a flexible schedule to include a mix of day, evening, weekend and holiday hours.

j. Commitment to the Town’s purposes and objectives, as determined by the voters and its boards and commissions.

k. Follow established policies and procedures and comply with all safety requirements.

**2. Abilities**

a. Ability to communicate effectively including having strong written, verbal, public presentation, facilitation and consensus building skills.

b. Ability to organize and use time effectively.
c. Ability to communicate with the public effectively under adverse or strained conditions.
d. Ability to maintain records and prepare reports.
e. Ability to maintain computer records and prepare computer generated reports.
f. Ability to direct and supervise others and to delegate to and motivate other people.
g. Ability to give and accept constructive criticism.
h. Ability to react and adapt to changing situations.
i. Conflict resolution skills.

**3. Knowledge**

a. Thorough knowledge of municipal government, management and its programs, accounting, decision-making process, theory and practice of personnel administration, administration organization, financial administration, and the design of financial reporting systems.

b. Thorough knowledge of code enforcement.

c. Working knowledge of municipally related State and federal laws and programs including Maine’s Freedom of Access Act.

d. Thorough knowledge of the principles and practices of municipal cash management.

e. Thorough knowledge of the lien process and tax collection laws.

f. Knowledge of current office procedures, practices, and equipment including proficiency in computers and various software and accounting programs.

**4. Education and Experience**

The ideal candidate will be a graduate from an accredited four-year college or university program in public or business administration or a related field, with experience in leadership positions in municipal government; or any equivalent combination of experience and training.