The Town of McCandless

POSSESSION DESCRIPTION

Job Title: Town Manager
Department: Administration
Date: 05/16/2022

GENERAL DESCRIPTION:
The Town Manager is the chief executive and administrative officer of The Town of McCandless. This is a highly responsible administrative and supervisory role involving planning, directing, coordinating, implementation and administration of the Town government in accordance with the Home Rule Charter, the Administrative Code, and all applicable laws and ordinances.

The Town Manager is responsible for budget and finance, personnel management, central purchasing, public safety, infrastructure, buildings, grounds and parks, recreation, general services, and public relations. The Manager is responsible for oversight, direction, and coordination of all departments to see that staff, procedures and operations conform to the policy directives of Town Council.

The Manager receives general direction from the Town Council through meetings and policy directives and work is reviewed by Council for the achievement of desired objectives.

This job description amplifies but in no way changes Section 701 “Appointment, Qualifications and Compensation,” of the Home Rule Charter of The Town of McCandless, Alleghany County, Pennsylvania, January 1, 1975.

EXPERIENCE & TRAINING:

- Graduation from an accredited four-year college or university with a bachelor's degree in public Administration, business administration, planning, civil engineering, or a related field is required with a minimum of 5 years of municipal management experience & understanding of Pennsylvania municipal law. Master’s in public administration is preferred, but not required.

- Five to seven years of progressively responsible management experience in local government, ten years of management experience is preferred.

- Or any acceptable combination of experience and training.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Serves as the Town Manager as provided for in Article VII of the Town of McCandless Home Rule Charter, Section 121.01 (Town Manager) and Section 121.02 (Manager Responsibilities) of the Codified Ordinances of the Town of McCandless and as otherwise provided for under the laws of the Commonwealth of Pennsylvania.
Plans, organizes, and administers all programs and meetings for Council and delegates powers and duties to other town employees as necessary with the approval of council.

Prepares the agenda for routine and special meetings of the Council and prepares the background materials necessary for Council deliberations. Attends all meetings with the right to take part in discussions, but without the right to vote. Causes accurate and complete minutes of the meeting to be drafted and recorded according to municipal standards.

Formulates and implements all policies, procedures, rules, and regulations concerned with the administration of the Town's government and provides reports as requested by Council.

Attests the execution of all instruments, records all ordinances and resolutions, and has custody of the municipal corporate seal and of all Town records and manages these according to legal requirements.

Confers with department heads to formulate and develop department plans in the fields of finance, personnel, public safety, public works, planning and zoning, purchasing, training and other municipal services. Directs and supervises all Town Departments in accordance with The Town of McCandless Personnel Manual including sections related to discipline and grievances.

Administers directly and/or through department heads an effective employee relations program to include individual, periodic and special performance evaluations, discipline, hiring, terminations, and training.

Negotiates all collective bargaining unit contracts and oversees ongoing compliance with the agreements.

Prepares the budget and reviews department budgets to see that they are in accordance with established budgetary polices practices and principles and submits to Council and makes available to the public an annual audit at the end of each fiscal year.

Develops and implements a viable public relations program both internal and external to the Towns. Government. In doing so, the Manager serves as a non-political positive vital force in the community and devises careful plans and policies for submission to Council. The Manager supports such proposals to Council with logical argument. In addition, the Manager publicly advocates and defends The Towns Government policies only after consideration and adoption of such policies by the Council.

Negotiates or oversees negotiation of contracts for the Towns, subject to the approval of the Council. Assures that all terms and conditions imposed in favor of the Town or its residents in any statue, public utility franchise or other contract are faithfully kept and performed and shall call any violation to the attention of Council.
Collects accounts and deposit into the Town Treasury, all taxes, fees, assessments, and charges that are established by the Town for general or special purposes.

Performs other essential duties as assigned or required.

**KNOWLEDGE, SKILLS & ABILITIES:**
Thorough knowledge of governmental theory, principles, and practices.

Ability to manage multiple projects/tasks while maintaining a high level of efficiency and decision-making.

Ability to adapt to a constantly changing work environment.

Provide close attention to detail.

Ability to maintain confidentiality where necessary.

Ability to work under high pressure for results while meeting frequent deadlines. Ability to think strategically and develop and execute plans, goals and priorities.

Ability to work closely with others, develop and utilize multi-disciplinary teams and facilitate collaboration among others.

Working knowledge of Microsoft Office including Word, Excel, Outlook, and PowerPoint.

Ability to read, analyze, and interpret financial reports, governmental regulations, and legal documents.

Ability to respond to common inquiries or complaints from residents, regulatory agencies, or members of the business community.

Ability to write speeches and articles for publications that conform to prescribed style and format.

Ability to effectively present information to employees, public groups, and/or Council.

Ability to work with & understand mathematical concepts in order to perform duties as outlined within this job description.

Ability to define problems, collect data, verify, and establish facts and draw valid conclusions.

Ability to utilize creativity and deal with abstract concepts.

Ability to interpret an extensive variety of written and oral information, and technical instructions in mathematical or diagram form and to explain these to others in a clear
understandable manner.

**NON- ESSENTIAL DUTIES AND RESPONSIBILITIES:**
Reviews all personnel functions to determine if they are in accordance with merit principles.

Develops and establishes training programs for all Town employees.

Performs other non-essential duties as assigned or required.

**PHYSICAL ABILITIES:**
**Constantly Incurred (More than 75% of time on job)**
Ability to sit for extended periods, Ability to communicate orally, Ability to hear conversation.

**Frequently Incurred (Between 25% - 75% of time on job)**
Ability to stand, Ability to walk to traverse municipal buildings and grounds.

**Occasionally Incurred (Less than 25% of time on job)**
Ability to drive. Ability to lift and/or carry loads estimated up to 25 lbs. Ability to carry loads estimated up to Max 25 lbs. Able to reach at high or low levels, bend, and stoop.

**WORK ENVIRONMENT:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate.

**SELECTION GUIDELINES:**
Formal application, rating of education and experience, oral interview and reference check, background check and physical and job-related tests may be required.

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.