

**TOWN OF BERWYN HEIGHTS
POSITION DESCRIPTION**

TITLE: Town Manager
DEPARTMENT: Administration
REPORTS TO: Town Council

PAY GRADE: Q
STATUS: Exempt
REVISION DATE: March 2018

PURPOSE OF POSITION:

Executive position serving as Chief Administrative Officer and Chief Financial Officer of the Town. Appointed by, and serves at the pleasure, of the Town Council to manage the day-to-day operations of the Town.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Supervises the fiscal operation of the Town and prepares an annual budget for the Town Council's review and presentation at a public hearing.
2. Prepares the annual financial audit.
3. Prepares grant applications and monitors their appropriate usage.
4. Ensures compliance with local, State, and Federal regulations in coordination with the Town Attorney.
5. Prepares public notices for contracts, employment ads and all other notices required by law.
6. Responds to citizen requests and resolves citizen complaints relating to the daily operation of the Town. Keeps community informed on municipal affairs.
7. Attends meetings and conferences for Town related matters. Furnishes information and prepares reports as needed to various agencies.
8. Attends all public meetings of the Town Council and assumes final responsibility for the preparations and distribution of the Town Council's agendas and minutes. Prepares all supporting documents needed for meetings.
9. Implements Town Council actions.
10. Serves as Public Information Officer, or may so designate a subordinate.
11. Supervises Administration Department employees to adequately perform financial and administrative functions.
12. Supervises and prepares annual performance evaluation for each department director as well as monitors the general operation and effectiveness of departments.
13. Oversee employee grievance, discipline, demotion, promotion, reprimand, suspension, termination, and the whistleblower protection process.
14. Maintain an inventory of all real and personal property of the Town and location of such property.
15. Serves as the lead for procuring information technology professional services.
16. Plans and supervises the maintenance of various permanent records of the Town.
17. Acts as liaison between Department Directors and the Town Council. Coordinates activities of all Departments to ensure all Town operations are working in a unified direction.
18. Serve as the Town's risk manager and procure insurance policies protecting the financial status of the Town.
19. Represent the Town in its interactions with other governmental agencies and officials, businesses, not-for-profit organizations, residents, and the public as appropriate or as designed by the Town Council.
20. Performs related duties as required.

21. Participation in professional organizations is encouraged.
22. Perform other duties as assigned.
23. Serves as the Town's Security Officer in maintaining and upholding the security requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPPA) in connection with the Town-sponsored health plan for employees.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Public Administration or a related field. Experience in administrative work or equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of public administration, budgeting and preparation of grant and technical assistance applications.
- Ability to supervise and instruct others in the performance of their duties.
- Ability to express ideas clearly and concisely, both orally and in writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Good negotiation skills.
- Demonstrated ability to lead and direct the activities of Town employees.
- Ability to establish and maintain effective working relationships with subordinates, Town Council, other Department Heads and to resolve public relations problems courteously and tactfully.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to interpret and implement local policies and procedures, written instructions, and Federal, State and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations, within the provision of open records law and other applicable State and Federal laws and regulations.
- Organizational and time management skills needed to meet deadlines.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects and some light work requiring the exertion of up to 25 pounds of force occasionally. Physical activities include stooping, pulling, lifting, reaching, fingering, grasping, and repetitive motions. Also includes the necessity to communicate by talking, hearing/listening. Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

WORK ENVIRONMENT:

Works in an office setting, in generally comfortable conditions.

In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.