

WOODSTOCK, VERMONT

MUNICIPAL MANAGER JOB DESCRIPTION

MUNICIPAL MANAGER - TOWN AND VILLAGE OF WOODSTOCK, VERMONT

JOB DESCRIPTION

The Municipal Manager serves as the chief administrative officer of the Town and Village of Woodstock. The Municipal Manager is responsible to Woodstock's Town Selectboard and Village Board of Trustees and carries out the policies and programs determined by those two boards. Pursuant to Title 24, Chapter 37 of the Vermont Statutes Annotated, the Municipal Manager shall have management and oversight of all departments, including Police, Fire, Ambulance, Highway, Waste Water Treatment and Planning and Zoning, effectively serving the needs of residents and other stakeholders, in compliance with applicable laws and regulations. The Town and Village of Woodstock are distinct municipal entities sharing many resources. The ideal candidate will prioritize growing Woodstock's economic base and year-round population, encouraging citizen participation in government, and supporting a high quality of life for all residents.

DUTIES AND RESPONSIBILITIES

Financial and Operational Responsibilities

1. Plan, organize, supervise, evaluate and improve the work of all Town and Village departments to ensure that operations and services comply with the policies, procedures and directions set by the Town Selectboard and Village Trustees.
2. Ensure the maintenance of all municipal properties, streets, highways, parks, sidewalks, bridges and culverts.
3. Establish and maintain effective, efficient and secure information technology systems and applications including computers and equipment and the town website.
4. Oversee financial management systems, tax collection and act as collector of delinquent property taxes, and sewer utility charges.
5. Act as Town and Village purchasing agent and risk manager.
6. Develop and recommend adoption of the annual budgets, infrastructure and resource plans, capital improvement plan, and monitor the implementation of adopted budgets.
7. Apply for relevant federal, state, and private grant funds and manage grants received.
8. Represent the Town and Village of Woodstock in meetings and negotiations with federal and state agencies, businesses, non-profit organizations and other entities.
9. Provide a monthly budget report at each Town Selectboard and Village Trustee meeting.
10. At the end of each fiscal year, prepare and submit to the Town Selectboard and Village Trustees a complete report of finances and administrative activities of the Town and Village for the preceding year.
11. Arrange for annual independent audit.
12. Prepare annual Town and Village reports for respective annual meetings.

Administrative and Personnel Responsibilities

1. Establish effective working relationships with employees, town officials, state,

regional and federal officials.

2. Provide leadership to ensure a high-performance, service-oriented work environment.
3. Develop and direct comprehensive, effective human resources management programs, policies and systems to recruit, evaluate, develop and retain highly competent staff.
4. Collaborate with the Town Selectboard and Village Trustees to establish a pay, compensation and benefits philosophy and policy to guide compensation administration.

Public Relations with Residents and Other Stakeholders

1. Establish effective and timely communications with Town and Village residents and the business community.
2. Address community and citizen needs effectively and efficiently with high-quality municipal services.
3. Provide public and timely notice of municipal business to the public and media.
4. Provide leadership for projects and programs.
5. Build relationships with federal, state, and private entities and legislators.
6. Participate in regional/state meetings/conferences to stay abreast of relevant trends and technologies.
7. Participate in local and regional economic development activities, initiatives, and efforts.

Relationship with Town and Village Boards

1. Assist the Town Selectboard and Village Trustees to develop, update and execute a long-range, strategic plan with guidance from the Town and Village Plan.
2. Collaborate with the Town Selectboard and Village Trustees to develop and implement programs to achieve Town and Village priorities, working closely with public, private and community organizations.
3. Monitor pending legislation, interpret Town and Village ordinances, codes and relevant local, State and federal laws to ensure compliance.
4. Work with Town Selectboard and Village Trustees to prepare Town/Village budgets.
5. Develop Town Selectboard and Village Trustee meeting agendas with the Board Chairs.
6. Attend and participate in all Selectboard and Trustee meetings (including evenings) and present supporting documentation as needed.
7. Oversee the disposition of all formal complaints and lawsuits filed against the Town and Village.
8. Perform other duties as assigned by the Town Selectboard and Village Trustees.

KNOWLEDGE

To perform the job successfully, an individual should have or be able to quickly gain knowledge in

the following areas:

1. Municipal management practices including:
 - The laws, rules and regulations governing local governments.
 - Budget and cash-flow management and Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) rules and standards.
 - Municipal property taxation practices, regulations and laws.
 - Municipal, state and federal programs and decision-making processes.
 - Grant sourcing, writing, and administration.
 - Bond acquisition and administration.
2. Current Information Technology practices including:
 - Electronic technology and operating and application systems
 - Information security and good record keeping practices.
3. Business disciplines including strategic planning, financial management, economic development, operations management, personnel management, administration and reporting.

SKILLS AND ABILITIES

To perform the job successfully, an individual should demonstrate the following competencies:

<ul style="list-style-type: none"> ○ Collaboration ○ Creative Initiative ○ Decision Making ○ Integrity ○ Innovation 	<ul style="list-style-type: none"> ○ Judgment ○ Leadership ○ Managing People ○ Negotiation ○ Planning/Organizing 	<ul style="list-style-type: none"> ○ Problem Solving ○ Professionalism ○ Public Service ○ Teamwork ○ Written/Oral Communication
--	---	--

EDUCATION AND EXPERIENCE

- Bachelor's degree in public administration, business administration, or a related field from an accredited college or university required; Master's in Public Administration preferred;
- Executive-level experience with a minimum of three years of progressively responsible management experience. Experience as a Manager or Assistant Manager in a municipality of similar, or larger, size and complexity preferred. Senior management experience in other government or business organizations may be substituted.
- Must hold a valid US driver's license.

WORK ENVIRONMENT/CONDITIONS

- Preferable for the candidate to live within a reasonable drive time to be mutually agreed on with Town Selectboard and Village Trustees.
- Must be willing to travel to trainings or meetings within the state of Vermont several

times a year.

DISCLAIMERS

- The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is neither an employment contract nor a promise of work for any specific length of time.

EQUAL EMPLOYMENT OPPORTUNITY

The Town and Village of Woodstock is an Equal Employment Opportunity employer.

Approvals

Village Trustees

Town Selectboard