

Town of Munster, Indiana Position Description

Title: Town Manager
Department: Town Manager
Date: February 2001

Purpose of Position

The purpose of this position is to act as Chief Administrative Officer for the Town of Munster. The work is performed under the direction of the Town Council.

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.

- Directs and manages all Town departments, agencies and offices to achieve goals with available resources; evaluates department operations and projects. Coordinates Town-wide projects and programs.
- Supervises Town personnel including department heads; appoints/removes all Town personnel except Council members; provides for training and instruction; plans, coordinates, assigns and reviews work; allocates personnel; maintains standards and evaluates performance.
- Directs the development of short and long range plans; plans and organizes workloads; prioritizes projects; participates in developing policies and procedures for Town operations; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Provides professional advice and guidance to the Town Council and department heads; gathers, interprets and prepares data for studies, reports and recommendations. Prepares a variety of reports.
- Serves as liaison to the public, councils, boards, commissions, civic groups, businesses and other municipalities; attends a variety of meetings; represents the Town as requested.
- Prepares annual budget requests and preliminary Town Budget; monitors and administers budgeted funds; approves purchases and controls costs.
- Responds to questions and complaints from Town personnel and the public; resolves grievances.
- Ensures Town compliance with applicable safety and other laws, ordinances and requirements.
- Recommends measures for adoption by the Council.
- May serve as head of one or more Town Department.
- Performs other related functions as assigned or required.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in Public Administration or a related field with three to five years of experience as a municipal administrator, or any combination of education and experience that provides equivalent knowledge, skills and abilities. Position requires applicant to be bondable.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

- Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.
- Ability to manage and direct a group of workers, including the ability to provide counseling and mediation. Ability to persuade, convince and train others. Ability to advise and interpret regarding the application of policies, procedures and standards to specific situations.
- Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as financial statements, statutes, ordinances, codes, reports, records, budgets, contracts, policies, procedures and non-routine correspondence.
- Requires the ability to communicate orally and in writing with the Town Council, all Town personnel, businesses, agencies, community groups, other administrators, the media and the public.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions and algebra.

Physical Requirements

- Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.
- Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.
- Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.

Environmental Adaptability

- Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.

The Town of Munster is an Equal Opportunity Employer. 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.

Employee's Signature

Supervisor's Signature

Date

Date