

**CLASS TITLE: TOWN MANAGER**

**PURPOSE OF CLASS:** Under general direction, performs highly responsible administrative, executive, and supervisory functions in directing and coordinating all municipal activities for the Town; serves as chief administrative/executive officer and performs related work as required. The terms of employment related to this position are dictated by contract. This position is exempt under the Fair Labor Standards Act (FLSA). Pursuant to the Towns Organizational Chart, this position reports directly to the Board of Commissioners and Mayor.

**PRIMARY TASKS:**

- Directs, supervises, and coordinates the operations and functions of all departments to ensure a smooth, effective municipal government operation that complies with all state and federal laws and local ordinances, resolutions and regulations.
- Consults with department heads, governing body member's legal staff as required.
- Prepares agenda for all Board of Commissioners' meetings.
- Acts as an agent of the Town Board in developing, interpreting and implementing policy.
- Represents the Town in interaction with the citizens, other agencies, media, private business and other governmental units at various local, state and federal levels.
- Develops and recommends policy alternatives to the Town Board.
- Develops and administers the annual budget to include reviewing departmental funds requests, performing budget analyses, developing and presenting budgetary recommendations, and ensuring the satisfaction of all legal requirements.
- Submits to the Board of Commissioners a complete report on the finances and administrative activities of the Town as of the end of each fiscal year.
- Prepares and presents any other reports that the Board of Commissioners may require concerning the operations of Town departments, offices, and agencies subject to his direction and control.
- Serves as the final authority for personnel actions.
- Provides long, intermediate and short range planning goals and objectives.
- Serves as project coordinator for all Town projects.
- Ensures maintenance of all official public records; complies with state requirements.
- Coordinates activities with other public agencies and governments.
- Performs general administrative duties as required.
- Attends various meetings, conferences and seminars to keep abreast of the developments in local government administration.
- Performs other duties as may be prescribed by the Town Board.

**EQUIPMENT OPERATED:**

- Automobile, computer, two-way radio, copier, and other office equipment as required.

**WORKING CONDITIONS:**

- Work is generally light requiring some physical activity such as walking, reaching and repetitive motion of the wrists, hands and fingers; can be characterized as being pressure sensitive based upon the nature of the situation; exposure to atmospheric conditions normally associated with office type work. Must be able to lift 30 lbs.

**EDUCATION:**

- Graduation from an accredited college or university with a bachelor's degree in public or business administration, management, planning, or civil engineering; preferably possession of a master's degree in one of the above fields.

**EXPERIENCE:**

- Experience of an increasingly responsible nature in municipal administration; preferably some experience in local government finance or accounting; or any equivalent combination of training and experience that provides the required knowledge, skills and abilities.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Thorough knowledge of the principles and practices of public administration.
- Thorough knowledge of state statutes, procedures, and requirements relating to municipal governments.
- Thorough knowledge of the organization, functions, and operations of municipal government.
- Thorough knowledge of methods and techniques of policy analysis and review.
- Thorough knowledge of supervisory, management, and administrative principles and practices.
- Thorough knowledge of the statutory requirements relating to Board proceedings and the maintenance of official public records.
- Good working knowledge of local government finance and accounting procedures.
- Excellent communication and organization skills.
- Ability to effectively plan, supervise and coordinate the activities, personnel and functions of a municipal operation.
- Ability to develop and implement municipal policies and procedures.
- Ability to review and analyze current policy, practices, and procedures, identifying problem areas or necessary changes.
- Ability to prepare and present comprehensive oral and written reports.
- Ability to secure and retain the confidence of the Board and the public at large.
- Ability to deal courteously yet firmly with the public.
- Ability to establish and maintain effective working relationships with department heads, governing officials, outside agencies, business leaders, and the general public.

**SPECIAL REQUIREMENTS:**

- Possession of a valid North Carolina driver's license.

Approved & Adopted by the  
Town of Burgaw Board of Commissioners

Date: \_\_\_\_\_

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Chadwick McEwen  
Town Manager