

TOWN OF ASHLAND - JOB DESCRIPTION

TOWN MANAGER

GENERAL DESCRIPTION

The Town Manager is responsible for the efficient management and operation of the affairs of the Town in accordance with State law, Town ordinances and such directives, regulations, and policies as the Board of Selectmen (Board) may from time-to-time adopt. Specifically, the Town Manager shall have the powers and duties enumerated in RSA Chapter 37 and shall exercise these powers and duties in the manner required by that chapter, including but without limitation, RSA 37:3, 5, 6, and 7.

General election following a deliberative session (SB2) continues to be the legislative body of the Board of Selectmen (BOS). The BOS remains vested with the responsibility to manage the prudential affairs of the Town; provided, however, that the Town Manager shall have the managerial and administrative responsibilities established by law.

SUPERVISION RECEIVED

The Town Manager shall be appointed by the BOS and shall in all matters be subject to its direction and supervision and shall serve at the will of the BOS, subject to removal for cause in accordance with RSA 37:3. The Town Manager shall be appointed for a specified term that may be renewed only upon mutual agreement. The BOS shall determine compensation and the Town Manager may be appointed by means of an employment agreement that further specifies the terms of employment.

SUPERVISION EXERCISED

The Town Manager exercises direct supervision over the following departments:

Public Works	Finance
Building Inspector/Code Enforcement	Town Welfare
Assessor	Water
Recreation	Sewer
Fire Chief	Electric
Police Chief	

The Town Manager exercises indirect supervision over all appointed staff and departments within the Town of Ashland. He oversees management of the town office.

The Town Manager is solely responsible for the appointment and removal (based on merit alone) of all subordinate officers and employees under his/her supervision and shall fix the compensation thereof. The Town Manager shall not exercise supervision over the Town Clerk, Tax Collector or Treasurer. The Town Manager shall not exercise supervision over the Library or Trustees of the Trust Fund.

EXAMPLES OF ESSENTIAL DUTIES

(The listed examples are illustrative only and may not include all duties found in this position.)

- Organizes, continues or discontinues departments and committees as needed at the direction of the BOS.
- Attends all regular and special meetings of the BOS as required. In cooperation with the BOS Chair, directs preparation of the BOS meeting agendas.
- Reviews and signs the manifest.
- Keeps full and complete records of the affairs of his/her office reporting same to the BOS on a regular basis.
- Keeps detailed records concerning the receipts and disbursements of the Town. This information will be provided to the BOS and the Budget Committee on at least a monthly basis. An annual summary of expenditures and revenues will also be prepared for publication.
- Keeps the BOS fully advised as to the needs of the Town, within the scope of his/her duties.
- Working with Department Heads, provides to the BOS each year a careful, detailed written estimate of the budget (probable expenditures and revenues) of the Town Government for the ensuing year. Works with the BOS to finalize the budget.
- Presents and explains the proposed Town budget to the Budget Committee at appropriate meetings.
- Examines or causes to be examined the affairs or conduct of any department or employee under his/her control to ensure the proper performance of duties and shall have access to all Town records, books or papers to properly perform this function.
- Provides information to the public as well as the staff concerning policies and programs of the Town and the BOS.
- Subject to the approval of the BOS and local laws or otherwise voted by the Town legislative body, the Town Manager shall have control over all municipal facilities, the construction and maintenance of all Town buildings, roads, highways, walks and bridges, parks, recreational areas, utilities and all other Town facilities.
- Identifies, and where feasible, implements new and more efficient methods of operations for Town departments.
- Is responsible for the purchase of all Town materials and supplies.
- Is responsible for the letting, making and performance of all contracts for work done for the Town.
- Is responsible for the administration of the general welfare of the Town.
- Works closely with the public receiving inquiries and complaints and attending to the resolution of same.
- When requested by the BOS, the Town Manager conducts research on various matters and provides supporting data on same relative to Town affairs/concerns.
- Is cognizant to new and effective methods of fiscal management including grant application and administration.
- Reviews mail and oversees the development and dissemination of public information.
- May represent the BOS at policy meetings with Federal, State and Local officials.
- Conducts regular staff meetings to review progress, accomplishments, budgets, and strategies.
- Is the principal point of contact with print (e.g., press) and social media.

- Monitors legislation pending in the State legislature; secures policy direction from the BOS and communicates same to legislators. May act as liaison to congressional staff or lobbyists if appropriate.
- Performs such other duties consistent with this office as may by vote of the BOS be required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of public administration, including personnel management, financial management and public sector management principals, policies and practices; the ability to interpret and apply municipal policies and procedures, Town ordinances and Federal and State statutes. Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel; ability to delegate responsibility. Ability to prepare and present technical and statistical reports; ability to negotiate and resolve disputes effectively; ability to exercise creativity and initiative in resolving Town problems and issues and in carrying out administrative responsibilities. Ability to establish and maintain effective working relationships with employees, Town officials, the business community, the general public and State, Regional and Federal officials.

MINIMUM QUALIFICATIONS REQUIRED

Bachelor's degree in Public Administration or related field, with Master's degree preferred; five years senior management experience (preferably in municipal government); OR any equivalent combination of education and experience that demonstrates possession of the required knowledge, skills and abilities.