

**TOWN MANAGER**

**DEFINITION**

To direct, coordinate and manage the overall administrative activities and operation of the Town and to advise and assist the Town Council, exercising significant independent judgement and initiative.

**DISTINGUISHING CHARACTERISTICS**

Town Manager is appointed by and serves at the pleasure of the Town Council. It is the duty of the Town Manager to devote his/her entire time to the duties of the office in the interests of the Town.

**SUPERVISION RECEIVED AND EXERCISED**

Policy direction is provided by the Town Council.

Responsibilities include direct and indirect supervision of department heads and staff assigned to the Town Manager's office.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS/DUTIES**

- To enforce all laws and ordinances and to see that all franchises, contracts, permits and privileges granted by the Town Council are faithfully observed.
- To control, order and give directions to all heads of departments and to subordinate officers and employees of the Town under his jurisdiction, through their department heads.
- To appoint, remove, promote and demote any officers and employees of the Town except the Town Attorney and Town Treasurer, subject, however, to any civil service or personnel system established by ordinance.
- To recommend to the Town Council such reorganization of offices, positions, departments or units as may be indicated in the interest of efficient, effective and economical conduct of the Town's business.
- To recommend to the Town Council for adoption such measures and ordinances as deemed necessary or expedient.
- To attend all meetings of the Town Council unless excused therefrom.
- To keep the Town Council at all times fully advised as to the financial conditions and needs of the Town.

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- To prepare and submit the proposed annual budget and the proposed annual salary plan to the Town Council for its approval.
- To be responsible for the purchase of all supplies for all of the departments or divisions of the Town. No expenditures shall be submitted or recommended to the Town Council unless accompanied by a report of the Town Manager.
- To make investigations into the affairs of the Town and any department or division thereof, and any contract or the proper performance of any obligations of the Town.
- To investigate all complaints in relation to matters concerning the administration of the Town government and in regard to the services maintained by public utilities in the Town, and to see that all franchises, and permits granted by the Town are faithfully performed and observed.
- To exercise general supervision over all public buildings, public parks and all other public property which is under the control and jurisdiction of the Town Council.
- To perform such other duties and exercise such other powers as may be delegated to him/her from time to time by ordinance or resolution or other action of the Town Council.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

- Modern municipal administrative methods and procedures, organizations and functions.
- Current social, political and economic trends and operating problems of municipal government.
- Applicable Federal and State laws, rules and regulations regarding local government operations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.

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**Ability to:**

- Provide effective leadership and coordinate the activities of a municipal organization.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Appraise situations and people accurately and quickly, and adopt an effective course of action.
- Serve effectively as the administrative agent of the Town Council.
- Select, supervise, train and evaluate staff.

**Experience and Education**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

**Experience:**

Eight years of progressively responsible experience in an administrative, managerial or staff capacity in a large municipal organization, involving the responsibility for the planning, organization, implementation and supervision of varied work programs.

**Education:**

Equivalent to a Master's Degree from an accredited college or university with major course work in public or business administration or a closely related field.