

Bargersville Town Manager Job Description

Summary

This leadership position functions as the administrative head of the Town of Bargersville. The Town Manager reports to and works under the direction of the Town Council (which is the only policy making body of the Town) and also works closely with the Clerk-Treasurer and Utility Administrator. All work is performed in accordance with applicable Indiana statutes. The Town Manager is a full-time, exempt, at-will position.

I. Responsibilities Established By State Statute

The Town Manager exercises chief day-to-day oversight of the administrative duties of the Town, including direct or indirect supervision of Council employees. Unless a written order or ordinance of the Town Council provides otherwise, the Town Manager's duties are prescribed by Indiana Code § 36-5-5-8 and include:

- A. Attending Town Council meetings and recommending actions considered advisable;
- B. Recommend to the Town Council the hiring of Town employees according to the pay schedules and standards fixed by the Town Council or by statute;
- C. Delegating powers to responsible employees (subject to Town Council direction);
- D. Administering and enforcing all Town Council ordinances, orders, and resolutions;
- E. Ensuring the faithful administration of all statutes required to be administered by the Town Council or its officers;
- F. Working with Utility Administrator, Clerk-Treasurer and Department Heads to prepare budget estimates and submitting them to the Town Council when required;
- G. Reviewing and making recommendations on contracts on behalf of the Town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute and with the express approval of the Town Council executing contracts on behalf of the Town; and
- H. Receiving service of summons on behalf of the Town.

II. Responsibilities Established By Bargersville Town Council

The Town Manager guides Town operations. Working with residents to establish a strategic vision, the Town Manager will have specific responsibility to establish & execute economic and cultural plans and goals, market the Town to business and residential developers, and coordinate development with surrounding cities, towns and county governments and ensure the efficient management and operation of Town by carrying out policy and directives of the Town Council.

The position is responsible for managing the following Town Departments:

- A. Town Operations & Facilities
- B. Planning & Zoning
- C. GIS
- D. Parks & Recreation
- E. Street
- F. Town Events
- G. Information Technology Department

III. Additional Responsibilities

- A. Maintains the administrative organization of the Town to ensure efficiency of operation:
 - 1. Coordinates work among department supervisors.
 - 2. Involved in the recruiting, hiring, evaluating, promoting, and disciplining of employees and in establishing procedures for others to follow in such matters.
 - 3. Sets and monitors progress towards attainable goals for all departments and ensures performance reviews are conducted on an annual basis.
 - 4. Assists all departments in building and equipment maintenance schedules.
 - 5. Coordinates with the Utility Administrator as need on Utility related operations as determined by the Town Manager and Utility Administrator or as directed by the Town Council

- B. Carries out directives and work approved by the Town Council:
 - 1. Researches, recommends, and coordinates the preparation of federal and state grant requests appropriate for the Town of Bargersville and oversees the administration of grant programs.
 - 2. Communicates with citizens, business owners, and employees to promote and educate regarding initiatives and projects and to resolve issues.
 - 3. Oversees active projects that include infrastructure initiatives, vendor relationships, work with engineers/contractors, and on the like.

- C. Initiates and assists the Town Council to develop, update, and execute long range strategic plans:
 - 1. Makes recommendations to the Town Council with regard to economic development, and any projects related to established goals, including sources of funding the same.
 - 2. Identifies service and policy needs and brings to the attention of the Town Council recommendations for action.

- D. Maintains a sound public relations posture between the Town of Bargersville and its citizens, the press, and other federal, state, and local governmental agencies.

- E. Maintains contact with the public by handling suggestions, complaints, and information requests.

- F. Acts as purchasing agent for all departments and oversees the bid process on major purchases. Makes recommendations based on research of vendors, products, and so on.

- G. Maintains an inventory of Town property, including but not limited to vehicles, office supplies and the like in coordination with the Clerk-Treasurer.

- H. Promotes customer service for all departments, oversees any complaints, and works to resolve issues that may arise. The Town Manager maintains an office at/in the Town Hall and also is responsible for establishing and maintaining visibility and accessibility generally, including through periodic visits to other community locations and Town employee worksites (both those that are fixed and “in the field”).

- I. Attends the meetings of the Planning Commission, Board of Zoning Appeals, Metropolitan Planning Organization and any other advisory boards to maintain awareness and knowledgeability of such boards' activities and priorities as a means of ensuring optimal efficiency of Town operations.
- J. Coordinates with the Safety Coordinator to ensure the proper implementation and maintenance of all safety plans and OSHA requirements. .
- K. Complies individually with all applicable Town Council ordinances, orders, and resolutions, including without limitation employee/personnel policies and practices.
- L. Maintains awareness of and monitors the Town's compliance with requirements and expectations of federal and state regulators and/or funders. Reports to and coordinates with the Town Council and the Town's legal counsel with respect to Town legal matters. Maintains as privileged and confidential all information related to the Town's legal affairs.
- M. Performs other duties as assigned by the Town Council and consistent with applicable Indiana law.

IV. General/Other Qualifications

- A. Provides superior ratepayer/resident service and positively effects Town interactions with ratepayers, residents, and employees. Has the resiliency to deal professionally and productively with ratepayers and residents in a wide variety of settings and conditions and the ability to work harmoniously with coworkers at all levels and in all departments.
- B. Must be flexible to work varying hours and shifts as warranted by the Town's business needs.
- C. Must be able to drive a personal or Town-owned vehicle, possess a valid Indiana operator's license, and carry insurance or be insurable to the minimum extent required by the Town (and/or recommended by the Town's insurance carrier(s)).
- D. While the majority of the Town Manager's work is performed in an indoor, office environment, the Town Manager may be required to address specific Town business in a variety of other settings, including, without limitation:
 - 1. Outdoors - entailing various types or degrees of temperature, light, precipitation, and terrain;
 - 2. The Town's STREET DEPARTMENT BUILDING AND construction/project settings - that may include uneven surfaces or terrain, exposure to varying levels and types of noise, and require use of personal protective equipment.