

TOWN OF ALBION

P.O. Box 27 Albion, Indiana 46701
Telephone (260) 636-2246
Fax (260) 636-2821 Website: www.albion-in.org
Gateway to Chain O' Lakes State Park



TOWN MANAGER

DEFINITION:

Chief Administrative Officer Position under a Council-Manager form of government under the direction of the Town Council, and works closely with the Town's Clerk-Treasurer. The Town Manager shall serve at the pleasure of the Council. Responsibilities include: supervisory, budgetary, operational and maintenance functions related to the general management of the Town, including all of its departments, and facets.

DISTINGUISHING FEATURES:

The Town Manager is responsible for efficient, and effective operations of the Town. The Town Manager is responsible for carrying out the administrative duties of the legislative body. The Town Council has the authority to include any activity that is necessary for the successful operation of the Town, and to assure that the public welfare is addressed. The Town Manager is responsible for leadership work as the administrative head of the Town of Albion.

ESSENTIAL AND RELATED FUNCTION: Essential, and other important responsibilities, and duties may include, but are not limited to, the following:

Essential Functions:

- Shall execute and maintain a bond in accordance with IC 36-5-5-5; and IC 5-4-1;
- Shall not issue, or execute bonds, notes, or warrants of the Town;
- Shall make recommendations to the Town Council for the hiring of Town employees according to pay schedules, and standards fixed by the Town Council, or by statute;
- Shall suspend, discharge, remove, or transfer Town employees, if necessary, for the welfare of the Town in accordance with the Town's Personnel policy;
- Shall attend the meetings of the Town Council, and recommend actions incumbent considers advisable;
- Shall ensure that all ensure that the administration of all ordinances, and statutes are faithfully adhered;
- Shall work with Department Heads, and the Clerk-Treasurer in the budget process to prepare, and present to the Town Council recommendations for a balanced budget for the upcoming year;
- Shall attend with the Clerk-Treasurer all required hearings, and/or workshops relating to the budget process;
- Shall maintain, revise, and monitor 5, 10, and 15-year capital improvement plans;

- Shall execute contracts on behalf of the Town for materials, supplies, services, or improvements after the completion of the appropriate guidelines as outlined in the Town's Procurement Policy;
- Receive summons on behalf of the Town;
- Serve as the staff to the Town Council;
- Shall report in writing the activities of the Town Manager to the Town Council at regularly scheduled meetings, and as required by the Council;
- Research issues, and policies as directed by the Town Council, and suggest ways to improve services to Town Residents;
- Work with, and Direct Department Heads in assisting with the resolution of issues;
- Research, and investigate through interaction with state and special agencies to aid in the acquisition of available grants;
- Must be able to interact with the public, employees, and other Town Departments in a courteous, and efficient manner to promote good working relations;
- Analyzes, reviews, and makes recommendations regarding policies, and practices to conform to changing rules, and regulations, as well as needs for long-term planning;

Related Functions:

- May delegate any of his or her duties to an employee responsible to the incumbent;
- Maintain board, and commission lists, and advise the Council President and/or the appropriate appointing authority of any vacancies, or reappointments as needed; ascertain, and interview potential candidates for vacant positions at the direction of the Council President, and/or the appropriate appointing authority;
- In addition to the tasks outlined above the Town Manager shall attend, and as necessary act as staff for the boards, commission, and committees to include, but not limited to:
 - Plan Commission:
 - Issue Building Permits;
 - Maintain Permit Computer Files with Inspections;
 - Issue Certificates of Occupancy;
 - Send applicable permits to the County Building Department;
 - Process subdivision documentation, including Exempt I and Exempt II subdivisions;
 - Maintain a map of the Town's boundaries including annexations;
 - Supervise acquisition of easements, and street dedications
 - Board of Zoning Appeals:
 - Prepare agendas, minutes, and notifications in accordance with IC 5-3-1;
 - Answer citizen zoning, land-use, subdivision, street, and alley vacation questions;
 - Redevelopment Commission:
 - Prepare agendas, minutes, and notifications in accordance with IC 5-3-1;
 - Administer the Façade Grant Program;
 - Prepare TIF budgets, and coordinate neutralization plans
 - Economic Development Commission:
 - Prepare agendas, minutes, and notifications in accordance with IC 5-3-1
 - Committees:
 - Prepare agendas, minutes, and notifications in accordance with IC 5-3-1

- The Town Manager shall further be responsible for the following tasks as related to the following Boards, and Commissions to include, but not limited to: Plan Commission; Board of Zoning Appeals; Parks Department; Redevelopment Commission; and Economic Development Commission
 - Issue Building Permits;
 - Maintain Permit Computer Files with Inspections;
 - Issue Certificates of Occupancy;
 - Send applicable permits to the County Building Department;
 - Process subdivision documentation, including Exempt I and Exempt II subdivisions;
 - Prepare agendas, minutes, and notifications in accordance with IC 5-3-1;
 - Answer citizen zoning, land-use, subdivision, street, and alley vacation questions;
 - Maintain a map of the Town's boundaries including annexations;
 - Supervise acquisition of easements, and street dedications;

- Supervise, review, and monitor adequate, and proper insurance coverage for Town owned buildings, equipment, and liabilities including, but not limited to:
 - Liability;
 - Auto;
 - Property;
 - Boiler & Machinery;
 - Inland Marine;
 - Contractors;
 - Health;
 - Worker's compensation

- Oversee as the Project Manager the following programs, and projects:
 - Sidewalk Program;
 - Infrastructure Improvement Projects;
 - CSO Compliance;
 - CEDIT Plan & related projects;
 - Oversee OSHA's plans, logs, and confirm compliance with programs

- Setup Meeting room prior to Town Meetings;

- Maintain relationships with state and special agencies including, but not limited to:
 - IDEM;
 - INDOT;
 - DNR;
 - Aim (formerly IACT);
 - Region 3-A;
 - Indiana Northeast Development;
 - OCRA
 - Northeast Indiana Regional Partnership
 - Noble County Economic Development Corporation

- Performs any other related duties, and responsibilities as assigned by the Town Council;

- The Town Manager shall not:
 - Serve as a member of any body, or board that hears disciplinary charges against the Town Marshal, or a member of the Town's Police Department;
 - Enter into or bind the Town to any contract without the prior approval of the Town Council;
 - Enter into or bind the Town to any grant agreement, without the prior approval of the Town Council;
 - Negotiate for the extension of any utility line beyond the corporate limits, without the prior approval of the Town Council;
 - Present to the Town Council any Ordinance, other than routine zoning ordinances, which have not been approved in writing by, or drafted by, the Town Attorney;

- Performs in the role of Title VI, and ADA Coordinators for the Town

MINIMUM QUALIFICATIONS:

- High School Diploma, or GED; and
 - Experience in a supervisory capacity in municipal management, or other comparable environment along with employee performance, evaluation, and budgetary knowledge;
- Thorough proficiency in technology, and computer software

WORKING CONDITIONS:

Work will be performed primarily in an office, and occasionally in a field environment; sustained posture in a seated, and standing position for prolonged periods of time. The physical demands, and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work involves: walking, talking, hearing, lifting, climbing, using hands to handle, feel, or operate objects, tools, or controls, and reach above shoulder level with hands, and arms. Vision abilities required by this job include close vision, and the ability to adjust focus.

The employee may be required to push, pull, lift, and/or carry up to 20 pounds. The noise level in the work environment is usually minimal, the environment, and working conditions may include exposure to dust, and airborne irritants, and fumes.

Working time will require irregular hours, and 24 hour on-call at times (for example: emergency management; winter season snow-removal, town festivals, etc.).

There are on average (6) evening meetings per month that will require participation from the Town Manager.

The intent of this job specification is to provide a representative summary of the types of duties, and responsibilities that will be required of positions given this title, and shall not be construed as a declaration of the specific duties, and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.