



**Town of Long Beach, Indiana
POSITION DESCRIPTION**

TITLE: Town Manager

FLSA CLASSIFICATION: Exempt

JOB CLASSIFICATION: Regular Full-time

REPORTS TO: Town of Long Beach Town Council

EFFECTIVE DATE: 03/15/2021

SUMMARY/OBJECTIVE:

The goal of the Town Manager's position is to run the daily operation of Town Government. The position is responsible for establishing policies and processes that ensure effective local government administration. The town Manager provides robust communication channels for all staff and residents.

In a growing and developing community like Long Beach, the role of the Town Manager extends into the Building and Planning Department, where proper planning and infrastructure improvements need to be addressed daily. In addition, the Town Manager's duties include: the preparation and administration of the annual town budget, all human resource functions, providing specialized advice to the Town Council, serving as the administrative head of Town government, and oversight of the community's projects.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The essential functions listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for the administrative duties of the legislative body.
- Drives annual process automation to improve the quality and performance of all Town departments.
- Sets annual performance goals for all Town departments and employees and measures performance against goals.
- Attend meetings of the legislative body and recommend actions he/she considers advisable.
- Attend as necessary Town board and commission meetings.

- Hires town employees according to the pay scales and standards fixed by the legislative body or by statute to maintain appropriate staffing levels ensuring that Town services operate efficiently. Support employee diversity
- Suspends, discharges, removes, or transfers town employees, if necessary, for the welfare of the town in accordance with State and Federal laws.
- Plan, assign, direct employee work, schedule and approve time worked.
- Manages employees in accordance with the organization's policies and applicable laws.
- Manages Town employees in a manner that maximizes employee engagement.
- Delegate any of his/her authority to an employee responsible to him/her.
- Administers and enforces all ordinances, orders, and resolutions of the legislative body.
- Ensures that all local, state, and federal laws that are required to be administered by the legislative body or a town officer, subject to the control of the legislative body, are faithfully administered.
- Prepares budget estimates and submit them to the legislative body when required. Recommend changes in service levels, user fees, utility rates and taxes to maintain the Town's strong financial condition.
- Works with the Clerk Treasurer on financial and other Town audits as requested by the legislative body.
- Executes 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.
- Receive service of summons on behalf of the town.
- Be polite and courteous when dealing with the public.
- Manage the procurement and maintenance and inventory of municipal vehicles, facilities, and equipment.
- Applies for appropriate grants and manages the grant reporting processes.
- The manager may not serve as a member of any body that hears disciplinary charges against:
 - The Town Marshal; or
 - A member of the town police department

SKILLS AND ABILITIES:

- Computer literate, tech-savvy
- Knowledge of state-of-the-art municipal administration methods, and practices.
- Knowledge of state codes, policies, protocols, ordinances, statutes, etc.
- Team spirit; put success of the Town of Long Beach above own interests; able to build morale and group commitments to goals and objectives; and support everyone's efforts to succeed.
- Customer Service - Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Oral and Written Communication - Speak clearly and persuasively in positive or negative situations; listen to others without interrupting; keep emotions under control; remain open

to others' ideas and try new things; write clearly and informatively; vary writing style to meet needs; present numerical data effectively; and able to read and interpret written information.

- Organizational Support - Follow policies and procedures; complete administrative tasks correctly and on time; support the Town's goals and values; engage in outside associations and activities that strategically benefit the Town of Long Beach.
- Technical Skills - Assess own strengths and weaknesses; pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.
- Analytical - Synthesize complex or diverse information; collect and research data; use intuition and experience to complement data; and design process workflows and procedures.
- Project Management - Develop project plans; coordinate projects; communicate changes and progress; complete projects on time and within budget.
- Delegation - Delegate work assignments; match the responsibility to the person; give authority to work independently, set expectations and monitor delegated activities; and provide recognition for results.
- Problem solving - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem solving situations; and use reason even when dealing with emotional topics.
- Cost Consciousness - Work within approved budget; develop and implement cost savings/productivity improvement measures; contribute to profits and revenue; and conserve organizational resources.
- Adaptability - Adapt to changes in the work environment; manage competing demands; change approaches or methods to best fit the situation; and able to deal with frequent change, delay, or unexpected events.
- Ethics - Treat people with respect; keep commitments; inspire the trust of others; work with integrity and ethically; and uphold organization values.
- Judgment - Display willingness to make decision; exhibit sound and accurate judgments; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism - Approach others in a tactful manner; react well under pressure; treat citizens, visitors, employees, etc., with respect and consideration regardless of their status or position; accept responsibility for own actions; and follow through on commitments.
- Dependability- Follows instructions and responds to management direction; take responsibility for own actions; keep commitments; commit to long hours of work when

necessary to reach goals; and complete tasks on time or notifies appropriate person with an alternate plan.

- Quality – Creates and implements plans to measure department quality and improve quality metrics annually
- Productivity - Creates and implements plans to measure department productivity and increase productivity annually.
- Interpersonal Skills - Focus on solving conflict, not blaming; maintain confidentiality; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things.

SUPERVISORY REPONSIBILITIES:

- 2 - Street Department Full-Time
- 1 – Administrative Assistant Board of Zoning Appeals Part-Time
- 1 – Building Inspector Part-Time
- 1 – Camp and Activity Director Part – Time
- 5-10 Summer Camp staff

EDUCATION AND EXPERIENCE:

- Must possess a bachelor’s degree in Business, Finance, Accounting, Public Administration, or a related field of study.
- At least 5 years experience in Public Administration including operations management, budgeting, and people management.

ADDITIONAL ELIGIBIITY REQUIREMENTS:

- Must have a valid Indiana driver’s license
- May not simultaneously work for another municipality without permission from the Town Council.
- Should have a strong working knowledge with regards to the daily operation of municipal government.
- Experience with the municipal zoning and permitting processes is desirable.

WORK AUTHORIZATION/SECURITY CLEARANCE REQUIREMENTS:

- File and maintain in place an individual surety bond

TOOLS AND EQUIPMENT USED:

- Personal Computer running Microsoft office 365

WORK SCHEDULE:

- 8-hour workday and regular office hours as scheduled by incumbent

- Attend the meetings of the legislative body and any other meetings required by the legislative body

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those the Town Manager encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- In office
- In vehicles
- Outdoor settings
- In all weather conditions including weather extremes
- During day and evenings
- Occasionally exposed to wet and/or humid conditions
- The noise level is usually quiet in office settings and loud at construction sites

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by the Town Manager to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

- Sit
- Stand
- Talk and listen
- Use hands and fingers
- Handle or operate objects, tools, or controls
- Reach with hands and arms
- Able to lift at least 40 pounds
- Occasionally required to stoop, kneel, crouch
- Taste or smell

TRAVEL REQUIRED OUTSIDE OF LONG BEACH: (Less than 10%)

- To conferences, special development classes, and seminars

EMPLOYMENT TERM

- Is employed to serve at the pleasure of the Town Council without term limits.

DISCLAIMER:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.