

## TOWN OF OSSIAN

### TITLE:

TOWN MANAGER

### JOB DESCRIPTION:

The Town Manager, under the direction of the Town Council, is responsible for the administrative duties of the legislative body. Provide and gather information, organize, coordinate, and implement programs and projects; and assists with daily activities and personnel issues.

### ESSENTIAL JOB FUNCTIONS:

Town Managers need to be able to conduct the following duties effectively:

- Communicate and work closely with federal, state and county representatives and other government agencies as it pertains to Ossian.
- Organize, prioritize, delegate tasks and responsibilities to employees.
- Manage all functions of the utility, water, sewer, storm, street, garbage and park departments by planning, organizing, scheduling and overseeing job schedule and projects.
- Serve as an INDOT Employee Response in Charge (ERC) for the Town.
- Create and manage department budgets.
- Respond to the needs of the community and implement service improvements as needed on a daily basis.
- Keep the Town Council advised on town issues.
- Administer and enforce all ordinances, orders and resolutions of the legislative body.
- Prioritize, create, organize, coordinate and implement programs and projects.
- Perform human resource/personnel duties as required, such as approving all employee request for leave, vacation, personal time and compensatory time; resolve personnel problems and disciplinary actions if needed with council's approval.
- Interpret local, state and federal regulations, and perform checks to ensure that projects and town operations are properly performed and in compliance with federal/state regulations.
- Create, maintain and manage all reports and paperwork required by the town grants, contracts and other financial resources.
- Execute contracts on behalf of the Town for materials, supplies, services, improvements, grants and that all proper procedures have been followed as required by state statute for these items.
- Attend all committee and council meetings and any other local meetings, training and seminars as required and needed.

## OTHER DUTIES:

- This job description is a general description of essential job functions. It is not intended to be an employment contract, nor is it intended to describe all duties someone in this position may perform.
- Other duties may be assigned by the Town Council.

## SKILL AND KNOWLEDGE:

- Ability to use a variety of office equipment such as: computer, phone system, fax and copier machine.
- Strong working knowledge of Microsoft Office programs including Outlook.
- Strong working knowledge of the Internet.
- Strong working knowledge of government entities and finance.
- Strong working knowledge of utilities and all that is required to properly maintain and manage one.
- Ability to plan, initiate, coordinate, and properly execute projects.
- Ability to provide leadership, direction, and authority to peers and subordinates.
- Ability to comprehend, interpret, and implement local, state and federal ordinances, rules and regulations relating to the town.
- Ability to analyze situations, solve problems, make responsible decisions, and communicate results.
- Ability to read and interpret blueprints, drawings and plans.
- Ability to complete and maintain required records, reports, paperwork, and documentation in a clear and effective manner.
- Ability to work well either independently or as a member of a team.
- Ability to be up to date on OSHA safety standards as it relates to town utility departments.

## JOB STANDARDS:

- High school diploma or GED.
- Bachelor's degree in a related field to Business Administration or Management.
- At least 2 years experience in a related job field.
- At least 2 years experience in managing employees.
- Must have a valid Indiana driver's license.
- Must be able to pass background checks.

## PHYSICAL EFFORT and WORK ENVIRONMENT:

- Occasionally, Individual may need to perform duties which may require climbing, stooping, kneeling, lifting, crouching, reaching, standing, walking, talking, hearing, normal eyesight and performing repetitive motions.

- Most duties are performed indoors but occasionally duties will require individual to be outside and be exposed to temperatures below 32 degrees and over 100 degrees; also noise, vibrations, hazards and atmospheric conditions.
- Must be available to respond 24/7 to emergencies that require coordination of emergency services.