



***The Town of Newburgh is seeking a Town Administrative Manager.***

***The Newburgh Town Administrative Manager is responsible for the day-to-day operations of a town with a population of approximately 3500 people and carrying out administrative duties on behalf of a 5 member Town Council Board. Departments include Sewer, Stormwater, Street, Building Maintenance, Code Enforcement, Facilities, Parks, Zoning, Historic Preservation and Fire. The Town Administrative Manager supervises 50 employees including 7 direct reports. The Town of Newburgh is an MS4 Community and owns and operates a Class IV municipal sewer utility that boasts 10,000 sewer user accounts.***

**Pay Status:** Salaried/Exempt

**Salary Range \$60,000 – \$70,000 depending on experience**

**Definition:**

Administrative Manager Position under a Town Council form of government at the direction of the Town Council. The Town Administrative Manager shall serve at the pleasure of the Council and is responsible for the efficient, and effective operations of the Town. 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.

Responsibilities include supervisory, budgetary, operational and maintenance functions related to the general management of the Town.

**General Statement of Duties:**

- Town Council support: Administers the execution and enforcement of all Resolutions, Ordinances, and directives of the Town Council and provides adequate information for Town Council to reach sound decisions.
- Human resource management: Exercises supervision over all Town of Newburgh departments and personnel, excluding Newburgh Police.
- Citizen support: Researches and/or performs inspections to resolve and answer citizen issues and questions.
- Public relations: promotes positive intergovernmental relationships and public relations.
- Financial management: Assists with the budgeting process and explores alternative funding sources.
- Project and initiative management: Assists with the project management process, public outreach and pursues initiatives to achieve town objectives.
- Facilities and infrastructure management: Oversees the operation and maintenance of all town facilities and infrastructure.

**Strong Candidates for the position will have knowledge of:**

- ◆ Employment regulations and safe working practices
- ◆ Municipal finance.
- ◆ Municipal utility and infrastructure management.
- ◆ MS4 regulations and stormwater management
- ◆ Zoning and flood plain regulations
- ◆ Historic preservation practices.
- ◆ Technology, computer software and necessary office equipment.
- ◆ Public relations and marketing.
- ◆ Alternative funding sources.

**Strong Candidates for the position will be able to:**

- ◆ Develop strong intergovernmental relationships.
- ◆ Exercise strong administrative, management, leadership, and organizational skills.
- ◆ Communicate clearly and concisely, orally and written.
- ◆ Manage multiple priorities efficiently and effectively.

**Education and Experience**

Bachelor's Degree in management or a related field, or five years of experience in management, or an equivalent combination of education and experience.

**Working Conditions:**

Work is performed primarily in an office environment, and occasionally in a field environment, which requires the ability to operate standard office equipment and keyboards. Must have the ability to lift and carry small parcels and other items, to walk short distances, and drive a vehicle. Must be able to read, speak, write, and comprehend the English language fluently.

Work may be extended to include uncommon working hours.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. The Town of Newburgh is an Equal Opportunity Employer.

**Applicant Information**

*All inquiries should be directed to Nannette Angel, Newburgh Clerk-Treasurer at [nangel@newburgh-in.gov](mailto:nangel@newburgh-in.gov) or by regular mail to her attention P.O. Box 6, Newburgh, IN 47629.*

*\*Applicants should have a valid driver's license, a be able to successfully complete a pre-employment drug screen and background check. \**