

# THE TOWN OF WINONA LAKE

## JOB DESCRIPTION

**JOB TITLE: Town Manager**

**DEPARTMENT: Administration**

**FLSA STATUS: Full Time - Exempt**

### **Functions:**

Under the direction and authority of the Town Council, the manager is responsible for day-to-day operations. Directs, administers, and coordinates the activities and functions of the various town offices, departments, and boards in implementing the requirements of town ordinances and the policies of the Town Council as described and or limited by Indiana Code and or employment contract. The position requires availability during numerous meetings and to respond to issues and problems outside of normal business hours in addition to availability during normal office hours, therefore the position is always considered “on call”.

### **Principal Duties:**

- ❖ Assume full management responsibility for all Town operations including administrative services, finance, parks and recreation, public works, and police services; recommend and administer policies and procedures.
- ❖ Advise the town council of all events, proposals or inquiries that may have an impact on the community.
- ❖ Direct the development and implementation of the Towns’ goals, objectives, policies, and priorities.
- ❖ Establish, within Town policy, appropriate service, and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
- ❖ Provide an evaluation on a yearly bases or more if indicated of town employees and supervisors. Shall suspend, discharge, remove or transfer town employees if necessary for the welfare of the town.
- ❖ Plan, direct and coordinate, through department heads and other staff, the work plan for the Town; assign projects and programmatic areas of responsibility; review and evaluate

work methods and procedures; meet with management staff to identify and resolve problems.

- ❖ Ensure that all ordinances are enforced and that the provisions of all franchises, leases, contracts, permits and privileges granted by the Town are observed.
- ❖ Assess and monitor workload, administrative support systems and internal reporting relationships; identify opportunities for improvement and implement as appropriate.
- ❖ Oversee the development and administration of the Town budget; approve the forecast of funds needed for staffing, equipment, materials and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
- ❖ Monitor the Town's financial condition by regularly evaluating revenue/expenditure trends and authorizing specialized studies, recommending to the Town Council changes in service levels or in user fees, utility rates and taxes as necessary to maintain a sound financial condition; plan and prepare data for grants and funded programs; establish and maintain intergovernmental coordination related to available funding.
- ❖ Explain and defend Town programs, policies and activities; negotiate and resolve sensitive and controversial issues.
- ❖ Represent the Town to all departments and outside agencies; coordinate Town activities with those of other towns, cities, counties, outside agencies and organizations in accordance with Council policies.
- ❖ Promote, coordinate and recommend economic development strategies and projects.
- ❖ Provide for citizen awareness of Town goals and operations by maintaining close contact with citizens, responding to questions and making public presentations.
- ❖ Provide staff assistance to the Town Council; prepare and present staff reports and other necessary correspondence; prepare recommendations and advise the Council on matters requiring legislative action.
- ❖ Prepare original drafts and recommend ordinances, resolutions, and contracts; institute programs and policy changes as directed by the Council.
- ❖ Manage contract(s) for legal services, planning, and engineering for the Town.
- ❖ Review materials submitted from various departments for Council action; determine completeness and accuracy of materials.
- ❖ Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of Town management and public administration.

- ❖ Respond to and resolve difficult and sensitive citizen inquiries and complaints; contact departments involved; provide direction and delegate authority as necessary to correct issues.
- ❖ Facilitate public meetings and hearings, ensuring transparency and community involvement in town governance.
- ❖ Investigate and apply for grants which may be available from various sources to aid the town in its operation.
- ❖ Keep the town council appropriately informed as to the things which have been done and which are in the process of being done by the town manager toward the performance of the responsibilities.

**THE TOWN ORDINANCE FURTHER DEFINES THE DUTIES OF THE TOWN MANAGER:**

(a) The town council shall appoint a town manager who shall serve at the pleasure of the town council and whose salary shall be fixed by the town council.

(b) Duties of the town manager shall be as follows:

(1) Serve as directed by the town council and advise the town council of all events, proposals or inquiries that may have an impact on the community.

(2) Deal with all complaints and assemble facts and statistics to aid the town council in dealing with major complaints and problems.

(3) Attend special and regular meetings of the town council, and act as the town council's liaison to, and attend the meetings of, the board of zoning appeals, plan commission and economic development commission, as necessary, for the efficient planning and operation of the town. The town coordinator will also attend such other meetings as requested and authorized by the town council, including various meetings held by divisions of county, state and adjacent city governments, local institutional groups, citizen groups and/or organizations.

(4) Serve as liaison between the town council and other departments of the town on a daily basis. They will also review and approve departmental matters which cannot be deferred until the next town council meeting.

(5) Administer the execution and enforcement of all resolutions, orders and ordinances of the town council.

(6) Work with department supervisors and committees in the activities of the town. They shall also conduct regular meetings of department supervisors and shall work with project/priority lists

from such department supervisors to better enable them to coordinate activities and keep the town council informed of such activities.

(7) Provide evaluation to the town council regarding continuing employment of department supervisors.

(8) Establish and develop short-range plans for the operational development of the town.

(9) Create, develop and establish plans, including a five-year plan, for the future development and needs of the town.

(10) Investigate and apply for grants which may be available from various sources to aid the town in its operation.

(11) Keep the town council appropriately informed as to the things which have been done and which are in the process of being done by the town manager toward the performance of the responsibilities described in this subsection (b).

(c) The town manager shall be granted such authority, not otherwise prohibited by law, which the town council from time to time deems reasonably necessary for the town manager to perform and accomplish the responsibilities and duties set forth to him in subsection (b) of this section. Without specific further reference, the town manager will not have any authority to bind the town to any indebtedness or financial obligation, except to such extent that the town council specifically grants the town manager such authority in its town council minutes. Such financial authority may be granted by way of general designation (i.e., the town council could provide that the town manager has authority to purchase supplies, etc., within budget for such purchases).

(d) The town council may from time to time fix such other terms and conditions of employment as it may determine necessary relating to the performance of the functions of the town manager.

## **Qualifications:**

### **Knowledge/skills/abilities:**

- Operations, services and activities of a municipality.
- Advanced principles and practices of public administration.
- Principles and practices of program development and administration.
- Methods of analyzing, evaluating and modifying administrative procedures.
- Principles and practices of municipal budget preparation and administration.

- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- Manage and direct the operations, services and activities of a major municipality.
- Plan, organize and direct the work of staff.
- Select, supervise, train and evaluate staff.
- Delegate authority and responsibility.
- Identify and respond to community and Town Council issues, concerns and needs.
- Develop and administer Town-wide goals, objectives and procedures.
- Prepare clear and concise administrative and financial reports.
- Operate a variety of office equipment including a computer and associated word processing applications.
- Prepare and administer large and complex budgets.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Education:**

- Preference will be given to applicants who have a degree from an accredited university in business, finance, public administration, business management or a related field. It is preferred that applicants have at least three (3) years managerial experience in public administration which includes responsibilities for operations, budgeting and managing personnel.

## **Additional Requirements:**

- ❖ Follow all safety rules and procedures established for the work area.
- ❖ May be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside Town boundaries to attend meetings.
- ❖ Must possess or be able to obtain an Indiana State driver's license.
- ❖ Must have a working knowledge of government finance with proven experience in administering budgets and must also possess high level communication skills.

## **Contacts:**

Interpersonal contact is the key to effective Town management. As the Chief Administrative Officer of the Town, the Town Manager has contact with citizens, personnel of all departments and divisions, the business community, neighborhood organizations, the media, Town administrators, and Town Council members. Contacts are varied in type and intensity. The Town Manager is occasionally involved in highly sensitive and/or emotional interactions requiring skill in gaining the trust and confidence of others. Contact with management professionals of other agencies and jurisdictions are encouraged to keep current on trends and new developments in the field of municipal management.

## **Working Conditions:**

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

The position of Town Manager subjects the incumbent to the continual stress of accommodating competing demands and meeting deadlines.

Work primarily performed in an office environment.

The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

May be required to work in outside weather conditions, in wet and/or humid and hot and cold conditions, or in high, precarious places.

## **Physical Requirements:**

*The physical demands described here are representative of those that must be met by any 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, sitting, talking, hearing, using hands to handle, feel or operate objects, tools, or controls and reach with hands and arms. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

May be required to push, pull, lift and/or carry up to 20 pounds.

May be required to climb, balance, bend, stoop, kneel, crouch and/or crawl.

**This appointment must be confirmed by the majority of the Town Council. The Town Manager is an at-will employee and serves at the pleasure of the Town Council.**

The statements contained herein reflect general details, as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

**The town council may from time to time fix such other terms and conditions of employment as it may determine necessary relating to the performance of the functions of the town manager.**

Interested parties are asked to submit a letter of interest and resume to:

Craig Allebach  
Town Manager  
Town of Winona Lake  
P.O. Box 338  
1310 Park Ave.  
Winona Lake, IN 46590  
townmanager@winonalake.net

**Please submit a letter of interest and resume no later than November 15, 2024**