

## **Job Description – Town Manager - Town of Monrovia, Indiana**

**Full Time – 40 – 45 hours per week**

**Reports to: Monrovia Town Council**

### **Job Purpose:**

**The purpose of the town manager is to administer and manage the day-to-day operations of the Town of Monrovia.**

### **Essential Duties and Responsibilities:**

**The duties of the town manager include, but are not limited to, the following:**

- Administrative leadership to provide direction and oversight to the town departments and staff
- Budget management to include development of the towns budget in coordination with the Town Council, revenue generation and expenditure control
- Policy implementation: to include implementation of policies and ordinances adopted by the Town Council
- Inter-Governmental Relations; managing relationships with local, state and federal government agencies and representatives
- Infrastructure and Services; Overseeing the delivery of public services, such as sewer, roads, public safety and future departments as they are created and designated
- Community engagement: Engaging with the community to understand their needs and concerns; addressing issues accordingly
- Planning and Zoning: Managing the planning and zoning process by working with the planning and zoning boards as well as the town council
- Reporting and Communication: Keeping elected officials and the public informed on town matters
- Economic Development: Working with the town council and representative boards to evaluate and communicate on potential economic development opportunities
- Legal Compliance: Ensure the town's actions and policies comply with local, state and federal laws, liaison with town attorney as appropriate
- Attend Meetings: Attend Town Council meetings and engage as appropriate for subjects and agenda items
- Hire Town Employees: Recruit and evaluate applicants for referral to the Town Council for hire including administrative staff, inspectors or equivalent, public safety officers and other positions as they may be needed or requested
- Suspend, discharge, remove or transfer town employees as directed by the town council for the welfare of the Town
- Administer and coordinate enforcement of all ordinances, orders, and resolutions adopted by the Town Council



- Execute contracts on behalf of the Town for materials, supplies, services, or improvements after completion of appropriate notice and competitive bidding process as required by statute
- Receive service of summons on behalf of the town
- Organize departments and committees as needed and at the direction of the Town Council
- Develop status reports regarding pending issues or major projects and convey written information to the Town Council, Town attorney, department heads, and governmental agencies, etc.
- Serve as liaison to Town Council, Boards, and Committees etc.
- Manage the digital message board and post all important information.
- Manage the Town web page and ensure all information is posted and correct.
- Record all documents with the county recorder.
- Ordering and monitoring all office supplies.
- Other duties as they may be determined or developed

**Education, Knowledge, and skills:**

- The ideal candidate will have a bachelor's degree in public administration, public policy, political science, or a related field or be able to demonstrate equivalent experience
- Master's degree in public administration (MPA) is desirable but not required
- Prior experience in local government, municipal administration, or a related field
- A deep understanding of local government operations, polices and regulations
- Experience in municipal budget processes and accountability
- Prior experience supervising employees or having direct reports
- A valid drivers license
- Maintain a bond as required by Indiana Code (IC 36-5-5-5, and IC 5-4-1)
- Ability to work outside of normal hours when necessary for emergency situations including severe weather events or other natural disasters, or other undefined emergencies
- Ability to work with a variety of personnel include elected officials, police paid and volunteer staff, town citizens serving on boards and committees in a positive and professional manor
- Good communication and listening skills
- Proficiency in Microsoft Office
- The ideal candidate will be someone who has a desire to work in a small town, eager to be an active participant in bettering the town, and in being an advocate for the citizens of Monrovia

**Physical Demands/Work Environment:**

The physical demands of the job are representative of those demands that would be required to meet the above-outlined job elements. Reasonable accommodation may be made to enable individuals with disability to perform the essential functions.