

**Municipal Manager
Poultney Town and Poultney Village
Job Description**

The Town and Village of Poultney are distinct municipal entities with the position of municipal manager as defined by Vermont law (Chapter 37, VSA 24) and governance charters for the town (Chapter 133, VSA 24A) and village (Chapter 269, VSA 24A). These two positions will be hired in tandem. The Town Manager works under the direction of the five-member Selectboard for the Town of Poultney, and the Village Manager serves the five-member Board of Trustees. A combined description of the positions is below.

DESCRIPTION

- Works under the direction of the Board of Selectmen and Village Trustees of Poultney, Vt., with considerable input and authority in the execution of day to day town and village business.
- Supervises approximately 14 full- and part-time town and village employees.
- Performs municipal management duties of a complex and responsible nature to plan and direct town and village operations.
- Exercises good and considerable judgment in making administrative and financial decisions when carrying out town and village policies and overseeing the operations of all town and village departments.
- Coordinates with local, state and federal officials, local business and community leaders, town and village employees and department heads, town and village boards, and the general public requiring a high degree of tact and diplomacy.

KNOWLEDGE, ABILITIES AND DESIRED SKILLS

- Working knowledge of municipal finance, budgets, personnel policies and practices, collective bargaining, town bylaws and state and federal laws, rules and regulations as applicable to municipal government.
- Ability to effectively write grants, perform grant administration, project development and project oversight.
- Ability to represent the town and village appropriately and effectively.
- Ability to perform organizational development tasks as needed.
- Ability to communicate effectively both orally and in writing with the Board, Town Officers and employees, the media and the public.
- Ability to manage and resolve conflicts.
- Ability to analyze alternatives and offer recommendations.
- Ability to establish and maintain effective working relationships with internal and external partners.
- Ability to develop and negotiate contracts and services.
- Technological aptitude, understanding of municipal software, and general understanding of information security and good record keeping practices.
- Ability to work as part of a team.
- Willingness and ability to attend meetings and respond to emergencies outside of normal business hours.
- Ability to listen and accept criticism.

- Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- Ability to direct, supervise, evaluate and motivate full- and part-time employees and volunteers.
- Knowledge of generally accepted accounting practices, preferably that of municipal government.
- Knowledge of municipal property taxation practices, regulations and laws.

GENERAL DUTIES (per 24 VSA § 1235 and Town and Village Governance Charters).

Unless amended by vote of the Town and Village the Municipal Manager performs the following duties:

- Provides general supervision over the affairs of the town and village. Is the administrative head of all departments, and is responsible for the efficient day to day administration of the town and village.
- Oversees the duties required of the town and village not conferred to the care of any particular officer, and ensures they are duly performed and executed.
- Implements policies of the select board and village trustees as defined in statute and governance charters.
- Provides assistance and support to the selectboard and trustees in the execution of its duties.
- Acts as the general purchasing agent of the town and village.
- Oversees grant applications, grant management and project oversight.

RESPONSIBILITIES

Facilities and Recreation:

- Has charge of and supervises all public town buildings, ensures repairs, and repairs of buildings of the town.
- Coordinates with the School District for maintenance of parks and playgrounds.
- Serves as road commissioner of the town, including the signing of orders, and ensure the maintenance of streets, highways, sidewalks, bridges and culverts, dust control as required by state law.

Financial:

- Develops, presents and manages budgets for all town and village departments.
- Supervises and expends all special appropriations of the town, as if the same were a separate department of the town, unless otherwise voted by the town.
- Prepares and submits annual town and village budget reports to selectboard and village trustees including condition, appropriations, estimated revenues, indebtedness.

Utilities, Water and Sewer:

- Oversees the lighting of streets, highways, and bridges of town and village.
- Oversees the Village Water Department.
- Oversees the Village Sewer Department.

Human Resources:

- Manages all town and village personnel matters.
- Solicits applications for vacant town appointments.
- Solicits applications for vacant appointed and elected positions.

Other Assigned Duties:

- Collect current and delinquent taxes for both the town and village.
- Town Service Officer (unless the selectboard appoints replacement).
- Zoning Administrator for the Town of Poultney.
- Health Officer (unless the selectboard appoints replacement).
- Animal Control Officer (unless the selectboard appoints replacement).
- Co-Emergency Management Director for village and town.
- Participate in the activities of the Poultney Downtown Revitalization Committee.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public administration or relevant field is required (Master's preferred). At least five years of municipal government, management or equivalent experience preferred. Must hold a valid U.S. driver's license.

The Town and Village of Poultney are equal opportunity employers.