

Town of Chase City Town Manager Job Description

General Statement of Work Content:

The Town Manager is the Chief Executive Officer of the Town of Chase City having managerial authority of the four departments of the town. The Town Manager is responsible for the proper and efficient administration of the affairs of the town government as directed by the Town Council and under the general supervision of the Mayor of the Town. The Town Manager is appointed by and serves at the pleasure of the Town Council. The Manager supervises the four departments via department heads for the Police, Fire, and Public Works areas and directly supervises the Administrative activities of the Town Office.

The duties and responsibilities of the job are enumerated in the *Code of the Town of Chase City* and are as follows:

1. See that the laws of the state and the ordinances, resolutions, rules and regulations of the town are faithfully executed and enforced within the town;
2. Attend meetings of the council and recommend for adoption any measure deemed expedient;
3. Make reports to the council from time to time of the affairs of the town and keep the mayor and council fully advised of the town's financial condition and its future financial needs;
4. Act as the personnel manager of the town. Appoint and suspend or remove all town employees except the town attorney and those employees specified in the Town charter. The Town Manager shall execute these duties in accordance with such general personnel rules, regulations, policies or ordinances as the council may adopt;
5. Prepare and submit the annual budget and capital program to the council;
6. Direct and supervise the administration of all departments, boards, offices, agencies and commissions of the town, subject to the general direction and control of the mayor and council;
7. Exercise any other powers and perform any other duties required or authorized by the council;
8. Prepare, maintain, and update, as required, the personnel manual, the purchasing and contracting manual, and the safety manual;
9. Prepare, maintain, and update an administration manual. The administration manual shall include all those instructions and administrative policies necessary to implement the ordinances of the Code of Chase City. The provisions of the administration manual shall not carry the force of the ordinances contained within the actual Code but shall serve as the standard operating procedures for the day to day operations of the town government;
10. Coordinate the activities in the Robert E. Lee Community Center;
11. Serve as the principal purchasing agent for the town;
12. Serve as the principal industrial development coordinator for the town, including the aggressive pursuit of potential businesses;
13. Establish and supervise procedures for the effective accountability, control, and disposition of town property.

Additionally, the Town Manager shall:

1. Stay current with environmental rules issued by Federal and State Agencies as they pertain to the town and its utilities;
2. Represent the town concerning intergovernmental activities involving neighboring counties, towns, as well as at the regional and state levels;
3. Hear and investigate citizen and other complaints, taking corrective actions where feasible and conveying irreconcilable issues to the attention of the town council for resolution;
4. Relocate his/her residence to the corporate limits of Chase City within 180 days of the effective employment date.

Minimum Qualifications:

1. The Town Manager should possess, as a minimum, a bachelor's degree from an accredited college or university in business administration, public administration, or a related field of administration. Course work can include public administration, personnel management, accounting, engineering, or a combination of training and experience.
2. A minimum of three years of experience in public service administration activities is desired.
3. Should possess a thorough knowledge of federal, state and local laws, regulations and policies applicable to structure, functions, programs, and practices in conducting public services through Town government.
4. Should be an effective communicator with the ability to explain complex issues using generally accepted computer aided media as well as verbal and written communications.
5. Should have a demonstrated history of work ethic in previous employment.
6. The job compensation depends on experience and qualifications.
7. The Town Manager position is considered exempt from overtime pay and the candidate must be capable of being bonded.
8. It is essential that the Town Manager have the skills to effectively utilize the various technologies considered as "social media" such that the town is effectively promoted using these media.
9. The ability to prepare successful grant applications is a much desired skill.

Physical Demands:

The physical demands of the job require only light physical effort. Working hours, however, can often exceed the regular working hours of the Town Office. The Manager must possess a valid Virginia Driver's License and provide his/her own vehicle for transportation as the various activities of the job extend beyond the Town Office.

ADA and EEOC Statement:

The Town of Chase City is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.