

## **TOWN OF FRASER JOB DESCRIPTION**

### **TOWN MANAGER**

#### **NATURE OF WORK**

Perform the duties necessary to insure efficient and effective provision of all Town services.

#### **ESSENTIAL DUTIES**

##### **Administrative Responsibilities**

**Financial Management:** The Manager shall be responsible for supervising the operations of the Finance Department, including but not limited to; accounts payable / receivable, payroll, budget preparation, etc.

**Public Works:** The Manager shall be responsible for supervising the operations of the Public Works Department, including but not limited to; the operation, repair and improvement of the street, drainage, and park systems; managing Town buildings and other properties.

**Water and Wastewater:** The Manager shall be responsible for supervising the operations of water production, treatment, storage, and distribution, and wastewater collections, including meeting all State and Federal water quality standards and regulatory requirements.

**Community Development:** The Manager shall be responsible for supervising the operations of the Community Development Department, including both short term and long-range planning, zoning, building administration and code enforcement.

**Police Department:** The Manager shall be responsible for supervising the operations of the Police Department and Combined Court, along with managing the Intergovernmental Agreement.

**Economic Development:** The Manager shall be responsible for supervising all economic development programs and initiatives.

**Wastewater Treatment Plant:** The Manager shall be responsible for supervising the operations of the Upper Fraser Valley Wastewater Treatment Plant and administering the Joint Facility Agreement.

**Personnel:** The Manager shall have the responsibility for hiring and termination all employees, except those appointed as Town Officers. The Manager shall act in a supervisory capacity over all Department Heads and employees. The Manager will have the responsibility to ensure that all employees are performing their job tasks, to review all time cards and to prepare annual employee contracts. The Town Manager will hear any employee complaint and work to resolve the complaint to the employee and Town's satisfaction.

The Town Manager shall perform the functions and duties as specified for the Town Manager within Colorado Statutes and Town of Fraser Code and to perform other legally permissible and proper duties and functions. The Manager will be under the supervision of the Mayor and Board of Trustees.

## Operations Responsibilities

The Manager shall:

- Submit a proposed annual budget to the Town Board of Trustees for consideration and act as the Town's budget officer.
- Communicate issues affecting Fraser residents and businesses to these constituents.
- Be responsible for submitting, acquiring and monitoring all grants for the Town.
- Be responsible for all purchasing and bidding of services and goods.

The Manager shall:

- Act as the Town's representative to various organizations and corporations under contract with the Town to provide certain services.
- Prepare and present all reports required by the United States Government, the State of Colorado and the Town of Fraser. The Town Manager shall submit written reports to the Board of Trustees outlining the work accomplished by the Manager.
- Be responsible for ensuring the compliance of all franchises with Town Ordinances or Regulations.
- Be responsible in the coordination and implementation of public improvement projects.
- Be the safety coordinator for the Town. The Manager shall develop, implement, and administer a safety program that promotes safety in the work place as the first priority.
- Provide administrative review of contracts held by the Town.
- Attend all Town Board meetings and perform tasks required by the Town Board.

## **OTHER DUTIES AND RESPONSIBILITIES**

The Town Manager shall perform whatever additional tasks required by the Town Board.

## **KNOWLEDGE, SKILLS AND ABILITIES**

The Town Manager shall possess an extensive knowledge of the affairs of local government including but not limited to; budgeting, land use planning, employee relations, public relations, financing, utility management, capital improvements planning, principles of supervision, training and evaluations, and the use of computers.

Manager should have the ability to analyze problems, interpret policies, laws, regulations and procedures, prepare clean reports and develop appropriate recommendations, communicate clearly both orally and in writing and maintain an effective working relationship with the Board and employees.

### **MATERIAL AND EQUIPMENT DIRECTLY USED**

All standard office equipment.

### **WORKING ENVIRONMENT/PHYSICAL ACTIVITIES**

This position requires mostly working indoors, sitting most of the time; exerting up to 20 pounds of force occasionally, or 10 pounds to lift, carry, push, pull or move objects. During times of emergencies and some other times, exposure to environment and extreme weather conditions may occur.

### **EDUCATION, EXPERIENCE AND FORMAL TRAINING**

Bachelor's degree from accredited college or university with major course work in public administration or related field. A minimum of five years experience in the field of public administration is required.

### **PAY AND BENEFITS**

The Town Manager shall be employed by means of an annual contract as provided for in the Fraser Town Code.