



Job Title	Deputy Town Manager
Department	Office of the Town Manager
Employment Status	Full-time
FLSA Status	Exempt

Scope of Work

Under the general direction of the Town Manager, the Deputy Town Manager serves as a member of the senior management team, which also includes the Town Manager and the Deputy Town Manager/Director of Finance to ensure effective and efficient municipal operations. The Deputy Town Manager provides leadership, strategic planning and management of operations and is responsible for the administrative direction and control over groups of departments, as assigned by the Town Manager. The Deputy Town Manager assists the Town Manager in a variety of broad Town management issues.

Supervision

Received	Town Manager
Exercised	6 – 8 Managers and Department Staff

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

- Provides high-level administrative, supervisory and technical work in all areas of municipal management to assist the Town Manager to discharge the duties of the office.
- Assists the Town Manager in formulating and implementing policies and priorities of the Select Board.
- Serves as Acting Town Manager in the absence of the Town Manager.
- Supervises several departments, as assigned by the Town Manager; establishes performance standards with department managers, evaluates performance, and ensures that operational objectives are met.
- Through department managers, the Deputy Town Manager provides administrative oversight for the selection, appointment, training, assignment and scheduling of personnel, and reviews personnel actions and recommendations of department managers.
- Serves on the negotiating team, at times as principal negotiator, for the Town in collective bargaining with all municipal unions.

- Assists the Town Manager on a variety of broader Town management issues involving Town-wide planning, ongoing issues and special projects as assigned.
- Supports newly created committees, commissions, boards or program of permanent or temporary charge by the Select Board or the Town Manager, attending meetings, providing information and guidance, maintaining progress toward objectives, communicating results and consequences and assuring compliance with state and local statutes and regulations.
- Works under the policy direction of the Town Manager with considerable latitude for independent judgment and action.
- Attends meetings of professional and civic groups, representing the Town.
- Participates in the Town Manager's senior management group meetings to coordinate plans and operations of the Town.
- Participates in the development of long-range plans, strategic initiatives, and the annual budget.
- Provides project and program management; responds to inquiries and complaints; interacts with all departments and appointed and elected boards and committees.
- Incumbent is frequently required to attend evening meetings and to work outside of the normal business hours on a regular basis. In addition, incumbent may be required to work on weekends and may be contacted at home any time to respond to important situations and emergencies.
- Prepares reports, position papers, and recommendations for the Town Manager and the Select Board.
- Suggests innovative and efficient new and improved approaches to providing town services.
- Helps facilitate consistent communication and community engagement strategies across departments.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

The following requirements may be substituted by any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities to perform the job:

- Bachelor's degree in public administration, business administration, or a related field
- Over ten (10) years of progressively responsible public sector administrative and supervisory experience, or an equivalent combination
- Master's degree in public administration, business administration, or related field, preferred

Knowledge, Ability, and Skill

In addition to the requirements of work, the individual should also have the following:

Knowledge of	• Extensive knowledge of municipal personnel practices and public/government administration • Public outreach and engagement strategies • Information technology tools and commonly used platforms • Effective project management
Ability to	• Ability to communicate effectively both verbally and in writing. • Ability to make effective public presentations

	• Ability to manage multiple projects concurrently, and to organize, prioritize, coordinate and delegate work to achieve objectives. • Superior interpersonal skills with the ability to engage and form relationships with all stakeholders in a wide variety of settings; ability to effectively deal with all members of the public in a courteous and tactful manner; ability to establish and maintain good working relationships. • Ability to use and apply discretion to maintain a high level of confidentiality. • Ability to work in multiple locations and remotely.
Skill In	• High level of social perceptiveness. • Competency in working independently and in handling assignments with a high degree of flexibility. • Creative problem-solving • Team building. • Applying sound judgement.

Necessary Special Requirements

- Position requires possession of a valid State-issued driver's license.

Physical Demands

The physical demands described here are representative of those that must be met by an 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.

- Normal office environment, not typically subject to extremes in temperatures, noise, odors etc.
- May occasionally be on location of emergency situations or events exposed to weather, noise.
- Regular interruptions to assist citizens.
- May spend extended periods at computer terminal, preparing and analyzing data and figures; transcribing; performing extensive reading or visual inspection of materials; on the telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Regular lifting and carrying of files, documents, records, etc. up to 20 lbs.
- Travel by personal automobile within the Town.

Pay Equity/Equal Opportunity/Americans with Disabilities Act Employer