

Town of Sullivan

Position Description

Town Manager

The Town Manager is appointed by the Board of Selectmen, in accordance with the provision of Title 30-A MRSA, section 2632, as amended, and any employment contract. The Town Manager is responsible for administering the policies as established by the Board of Selectmen. The Town Manager is responsible for the maintenance of sound, positive public relations toward Town citizens, toward other governmental agencies and toward the various boards and committees that comprise the Sullivan Town Government.

The Manager serves as the Chief Administrative Officer and head of the administrative branch of the Town Government. The duties include complete executive direction of the administrative services of the Town.

The administrative services of the Town under the Town Manager include, but are not limited to, the following areas:

Town Clerk's Office	Treasurer	Tax Collector	Fire Department
Harbor Master	Alewife Fisheries	Parks & Recreation	Public Works
Human Resources	General Assistance	Comprehensive Plan (Community and Economic Development)	Code Enforcement
Age Friendly	Town Web Site/Social Media	Budget Committee	Planning Board
Cemeteries	Transfer Station	Facilities	Community Relations

The Town Manager is charged with the identification of the service and policy needs of Sullivan and has the responsibility for the development of the program of action as directed by the Board of Selectmen to meet the identified needs of the community. The Town Manager shall act in such capacity as the Board of Selectmen may direct on municipal, state, federal and other policy issues affecting the Town.

The Town Manager is charged with the responsibility of advising the Board of Selectmen and the general public on the current status of affairs of the Town and is responsible for preparation of an annual report.

The four important areas for the Town of Sullivan through the next few years are listed below:

1. General Administration

- a. Serve as Personnel Director for the Town: hires, evaluates and directs the Town's staff and develops personnel policies, staffing plans and job descriptions.
- b. Supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by this document or law.
- c. Appoint all necessary and required positions to include, but not limited to, Tax Collector, General Assistance Administrator, Registrar of Voters and Deputy Positions.
- d. Prepare Agenda Package, attend Select Board meetings and participate in discussions but not voting.
- e. Faithfully execute all laws, provisions of this document, requirements of the Town Manager Employment Contract, and decisions of the Board of Selectmen.
- f. Report to the Board of Selectmen a summary of the operations of town departments, offices, and agencies subject to his/her direction and supervision.
- g. Perform such other duties as are specified in this document or may be required by the Board of Selectmen.
- h. Coordinate with the Board of Selectmen for holding Special Town Meetings.

2. Financial Management

- a. Oversee the finances of the Town, including budget preparation and administration of the annual budget.
- b. Serve as the Town's purchasing agent.
- c. Develop and update annually a five year Capital Improvement Plan (CIP) for presentation to the Board of Selectmen and Budget Committee. The CIP shall be prioritized and consider the condition and useful life of town infrastructure and equipment.
- d. Keep the Board of Selectmen fully advised concerning the financial condition and future needs of the Town and make recommendations to the Board of Selectmen concerning the affairs of the Town as the Town Manager deems necessary.
- e. Develop an annual Town Budget and work with the Board of Selectmen to meet the process requirements in time for the annual Town Meeting and tax bill preparation.
- f. Submit to the Board of Selectmen and make available to the public at Town Meeting (late June) an Annual Report.

3. Comprehensive Plan

- a. Develop and maintain a Comprehensive Plan to include all recommendations from Town Boards and Committees currently on-going and evolving in the Town.
- b. Also include in the Plan recommendations for economic development, Town projects and a plan for maintenance of Town roads.

4. Update Ordinances and Policies

- a. Prepare ordinances or amendments to existing ordinances as required to make the ordinances current and policies current.
- b. Stay current with changes in State regulations that could affect Town ordinances, policies and budget.

The Town Manger shall be responsible for implementing all Town policies and providing all staff with clear and efficient operating procedures necessary to conduct their assigned duties.

The Town Manager shall serve as a liaison between the Board of Selectmen and the citizens of the Town of Sullivan, the Fire Department, the School Department and various public and private agencies and businesses including local, regional and State planning and Professional organizations beneficial to municipal operation.

The Town Manager shall perform other duties not explicitly stated herein at the discretion of the Board of Selectmen.

Minimum Qualifications

1. Working knowledge of municipal management and programs with the ability to identify community problems and opportunities, find solutions and use effective decision making processes
2. Working knowledge of municipal financial management, accounting procedures, budgeting and investments, purchasing policies and practices, the bid process and applicable computer programs and processes, e.g., Microsoft Office and Trio
3. Working knowledge of State, Federal and non-profit programs, including the development of grant applications and project administration including permits
4. Thorough knowledge of principles of personnel administration, including the ability to maintain positive internal relations and to supervise and motivate team members
5. Ability to communicate effectively, both oral and in writing, including research and reporting
6. Ability to listen and accept constructive feedback

7. Ability to exercise conflict resolution skills and manage public relations
8. Demonstrated ability to identify issues and opportunities, develop alternatives, present a business case to the Selectmen and see solutions through to completion
9. Be goal oriented. a self-starter and proactive

Desired Qualifications

1. Bachelor Degree from accredited university
2. Previous Town Manager experience or equivalent
3. Commuting distance less than 30 miles