

Town of Wilton
Job Description

Job Title: Town Manager
Department: Administration
Reports to: Board of Selectpersons
Date Approved: April 19, 2022

Nature of Work:

The Town Manager is appointed by the Board of Selectpersons and is responsible for administering the policies and duties as established by the Selectpersons and prescribed by State Law. 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 are divided, under the Town Manager, into the following areas: General Government (Town Clerk, Financial, Human Resources/General Assistance Administration, Code Enforcement, Assessing), Police Department, Fire Department, Recreation Department, Water Department, Wastewater Department, Public Works Department as well as a Community and Economic Development.

In addition to the day-to-day administrative responsibilities the Manager's office is also responsible for compiling and submitting the Municipal Budget to the Selectboard and Finance Committee. Once the Budget is adopted at Town Meeting, the Manager is responsible for the administration of the budget.

Fundamental Duties:

- All Duties as outlined in M.R.S.A. 30-A Sections 2636 relating to Town and City Management
- Represent the Town of Wilton on Boards and Committees as requested
- Monitor all applications for State and Federal Grants
- Coordinate departmental activities and set attainable goals for all departments
- Conduct annual performance evaluations on all employees directly under management control
- Serve as the Road Commissioner, Treasurer, Tax Collector and all other positions as designated by the Board of Selectpersons
- Shall serve on Committees as designated by the Selectpersons
- Shall conduct Department Supervisor meetings at least bi-annually
- Shall assume supervisory responsibilities of department Supervisors and Town Office employees
- Become involved in the Town's Safety Program and Committee
- Provide backup for General Assistance

Desirable Knowledge, Abilities and Skills

- Ability to work with employees and citizens to resolve all issues
- Ability to organize time and delegate responsibilities as reasonable
- Ability to work with appointed and/or elected Boards
- Must be able to communicate well and convey ideas and goals effectively
- Ability to operate a motor vehicle and maintain a valid Maine Driver's License

Education and Experience

- Experience in Management field, preferably municipal management
- Experience or training in municipal finance, code enforcement, assessing practices, drug and alcohol testing policies, budget development and management, economic development, and grant writing
- Bachelor's degree in public administration or a related field that includes courses in municipal management and/or extensive equivalent experience.
- Experience with bargaining units
- Experience working with business including, e.g. Tax Increment Financing Agreements

Other Qualifications

- Must be bondable
- Must be or become a member of Maine Town, City and County Management Association
- Must become a committed Community Participant by being involved with the Chamber of Commerce, School, Community Projects
- Must be willing to sit on such Boards and Committees such as, but not exclusive to the AVCOG Board, Chamber Committees as required

This employee will be required to work in a general office environment. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The Town of Wilton is an EEO/AA employer, and does not discriminate on the grounds of race, color, religion, sex, sexual orientation, transgender status, gender expression, national origin, citizenship status, age, disability, genetic information or veteran's status in employment, education, and all other programs and activities.