

Town of Georgetown, IN

Ordinance # G-07-23

AN ORDINANCE ADOPTING A FORMAL JOB DESCRIPTION FOR THE TOWN MANAGER OF THE TOWN OF GEORGETOWN, INDIANA

WHEREAS, the Town of Georgetown's Town Council has identified that there are merits to having a professionally trained and experienced Town Manager for the general welfare of the municipality and for the proper conduct of its affairs; and ,

WHEREAS, the Acts of the legislature of the State of Indiana empower and authorize the Town Council to hire a Town Manager and the general duties of the Manager are set forth in Indiana Code 36-5-5; and,

WHEREAS, the Town Council of the Town of Georgetown has employed a Town Manager during this term and believes it in the best interests of the Town to establish a specific job description for this position.


NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF GEORGETOWN:

Section 1. The attached Job Description for the Town Manager dated 6/27/06 is hereby adopted.

Section 2. Such job description, like those adopted for other employee positions in 1996, 1997, 2003 and 2004 shall be used to fill the Town Manager's position should the incumbent leave the job for any reason.

This ordinance shall be in full force upon adoption by the Town Council.

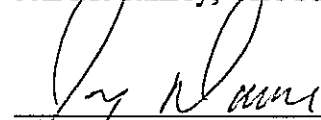
Adopted by the Town Council of the Town of Georgetown, Indiana, this _____
day of _____, 2007.



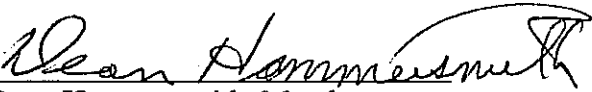
Gary Smith, President



Jeff McCaffrey, Vice President



Jay Davis, Member


Dean Hammersmith, Member


Chris Carter, Member

ATTEST:

Doug Cook, Georgetown Clerk/Treasurer

JOB TITLE: TOWN MANAGER
DEPARTMENT: UTILITIES
REPORTS TO: TOWN COUNCIL
PREPARED DATE: 06-27-06
APPROVED BY: TOWN COUNCIL ON: 8/16/07 (date)

SUMMARY

To manage the day-to-day operations of the Town's Utilities Department and represent the Town Council during work day activities, meeting, negotiations, etc., if Council Members are unable to attend.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Manage multiple utility operations simultaneously with a limited number of employees and equipment. Insure all Town workers operate in a safe and responsible manner.
- Provide the highest level of utility service possible given the resources allocated, but insuring all services are safe and for the overall good of the Town.
- Attend all meetings of the Town Council and offer advice and supporting documentation to them on every issue discussed, and additional work as requested by any or all members of the Town Council.
- Hire utilities employees in accordance with the positions authorized by the Town Council and under the provisions set forth in Town Ordinances and the Town's Personnel Policies. Once an employee is hired, the incumbent is responsible for their job performance, discipline, interaction with other employees and the citizens, and separation from the Town if necessary, again in accordance with the Town's Personnel Policies.
- Responsible for the administration and enforcement of all Town Ordinances and Resolutions, and any orders from the Town Council,
- Shall work with the Town Council to insure that all State statutes and Federal laws which are required to be administered by the Town Council are faithfully implemented.
- Shall prepare budget estimates and reports to the Town Council, if requested to do so.
- Shall execute contracts on behalf of the Town for materials, supplies, services, or improvements, after the completion of appropriations, notice and competitive bidding, as required by statute.
- And perform other statutory duties that may be assigned by amendments to Indiana Code 36-5-5 and/or directives of the Town Council.

QUALIFICATIONS

To perform this job successfully an employee must be able to perform each essential duty identified above satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The ability and willingness to work constantly with unpleasant materials in all kinds of weather is a necessity.

EDUCATION and/or EXPERIENCE

Baccalaureate degree in Public Administration, Government, Political Science or related field. Two years experience as a local government Department Head or higher position. Master's degree preferred.

LANGUAGE SKILLS

Ability to write and verbally communicate a wide range of instructions, short correspondence, and memos. Ability to write detailed and complex correspondence. Ability to effectively present

information in one-on-one and large group situations to elected officials, citizens, vendors and other employees of the organization.

REASONING ABILITY

Ability to solve complex problems and deal with multiple variables in situations where only limited standardization exists. Ability to apply common sense understanding to implement policies decided by the Town Council.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be within an employee's capability to successfully perform the essential functions of this job. The employee is frequently required to reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit, climb, or balance, and talk or hear. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. About 50% of this employee's work time is spent in an office environment. At times, however, the employee is regularly exposed to outside weather conditions. The employee may be exposed to wet and /or humid conditions as well as variations in the ambient temperature associated with the four seasons in this area. The noise level in the work environment is usually moderate. Worker is also exposed to unpleasant materials and odors and must have the wiliness to work with both. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

All duties as described above, plus any additional duties assigned by the Town Council.