

TOWN OF GEORGETOWN

Ordinance No. G-23-02

**AN ORDINANCE CREATING THE POSITION OF TOWN MANGER^A
AND FOR THE HIRING OF A TOWN MANAGER FOR THE TOWN**

WHEREAS, the Town Council for the Town of Georgetown, Indiana is the legislative body of the Town of Georgetown;

WHEREAS, the Town Council, pursuant to Indiana Code 36-5-5-2, is the entity authorized to employ and hire a Town Manager and fix his/her compensation and establish the positions duties and responsibilities;

WHEREAS, the Town Council, pursuant to Indiana Code 36-5-3-2, is the body responsible for establishing the compensation of the officers and employees of the Town of Georgetown;

WHEREAS, the Town Council, in January 2008, voted to dissolve the position of Town Manager;

WHEREAS, Indiana Code 36-5-5, et seq., sets forth the role and position of a Town Manager for a Town;

WHEREAS, the Town Council, after review and consideration, has determined that a Town Manager position should be re-created; and

WHEREAS, the Town Council, after review and consideration, has determined that the role of Town Manager shall be filled for the Town of Georgetown and a Town Manager hired by the Town Council.

Now, therefore, be it ordained by the Town Council of the Town of Georgetown, Indiana it is hereby ordered as follows:

1. The Town of Georgetown hereby recreates the position of Town Manager for the Town of Georgetown, Indiana.
2. The Town Council hereby agrees to proceed forward with hiring a Town Manager to fill the role of Town Manager for the Town.
3. The Town Manger^A shall receive an annual starting salary of \$60,000.00 as well as any hire on bonus approved by the Town Council.
4. The Town shall provide a Town vehicle for use by the Town Manager.
5. The Town Manager shall serve at the pleasure of the Town Council and shall take direction from the Town Council only. No other Town official or employee shall have the authority to direct or impose responsibilities on/to the Town Manager. The position


of Town Manager serves at the sole discretion of the Town Council and said employment is at-will.

6. The Town Manager role shall be full time and working hours shall be flexible to work varying hours and shifts as warranted by the Town's business and needs.
7. The effective date for the employment of a Town Manager shall be April 24, 2023.
8. The duties and responsibilities of the Town Manager role are hereby attached and incorporated herein by reference as Exhibit A.
9. If any part of this Ordinance shall be held invalid, such part shall be deemed severable and the invalidity thereof shall not affect the remainder of this Ordinance.
10. The provisions of this Ordinance shall become and remain in full force and effect and until its repeal by ordinance.

DULY PASSED AND ADOPTED this 17th day of April, 2023, by the Town Council of the Town of Georgetown, Indiana.


GEORGETOWN TOWN COUNCIL


Chris Loop, President


Ben Stockdale, Vice President


Brandon Hopf, Member

Billy Haller, Member


Gary Smith, Member

Attested by:



Julia Keibler, Clerk Treasurer

EXHIBIT A - ORDINANCE G-23-02

Town Manager Job Duties and Responsibilities

I. Responsibilities Established by State Statute (Indiana Code § 36-5-5-8)

The Town Manager exercises chief day-to-day oversight of the administrative duties of the Town, including direct or indirect supervision of Council employees. Specific duties include:

- A. Attending Town Council meetings and recommending actions considered advisable;
- B. Recommend to the Town Council the hiring of Town employees according to the pay schedules and standards fixed by the Town Council or by statute;
- C. Delegating powers to responsible employees (subject to Town Council direction);
- D. Administering and enforcing all Town Council ordinances, orders, and resolutions;
- E. Ensuring the faithful administration of all statutes required to be administered by the Town Council or its officers;
- F. Working with the Clerk-Treasurer and Department Heads to prepare budget estimates and submitting them to the Town Council when required;
- G. Reviewing and making recommendations on contracts on behalf of the Town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute and with the express approval of the Town Council executing contracts on behalf of the Town; and
- H. Receiving service of summons on behalf of the Town.

II. Responsibilities Established by the Georgetown Town Council

The Town Manager guides Town operations. Working with residents to establish a strategic vision, the Town Manager will have specific responsibility to establish & execute economic and cultural plans and goals, market the Town to business and residential developers, and coordinate development with surrounding cities, towns and county governments and ensure the efficient management and operation of Town by carrying out policy and directives of the Town Council.

The position is responsible for managing the following Town Departments:

- A. Public Utilities
- B. Planning&Zoning
- C. GIS
- D. Parks & Recreation
- E. Town Events
- F. Any other departments directed by the Town Council

III. Additional Responsibilities

A. Maintains the administrative organization of the Town to ensure efficiency of operation:

- 1. Coordinates work among department supervisors.
- 2. Involved in the recruiting, hiring, evaluating, promoting, and disciplining of employees and in establishing procedures for others to follow in such matters.

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3. Sets and monitors progress towards attainable goals for all departments and ensures performance reviews are conducted on an annual basis.
 4. Assists all departments in building and equipment maintenance schedules.
 5. Coordinates with the Town Engineer as needed on utility related operations as determined or as directed by the Town Council
- B. Carries out directives and work approved by the Town Council:
1. Researches, recommends, and coordinates the preparation of federal and state grant requests appropriate for the Town of Georgetown and oversees the administration of grant programs.
 2. Communicates with citizens, business owners, and employees to promote and educate regarding initiatives and projects and to resolve issues.
 3. Oversees active projects that include infrastructure initiatives, vendor relationships, work with engineers/contractors, and on the like.
- C. Initiates and assists the Town Council to develop, update, and execute long range strategic plans:
1. Makes recommendations to the Town Council with regard to economic development, and any projects related to established goals, including sources of funding the same.
 2. Identifies service and policy needs and brings to the attention of the Town Council recommendations for action.
- D. Maintains a sound public relations posture between the Town of Georgetown and its citizens, the press, and other federal, state, and local governmental agencies.
- E. Maintains contact with the public by handling suggestions, complaints, and information requests.
- F. Acts as purchasing agent for all departments and oversees the bid process on major purchases. Makes recommendations based on research of vendors, products, and so on.
- G. Maintains an inventory of Town property, including but not limited to vehicles, office supplies and the like in coordination with the Clerk-Treasurer.
- H. Promotes customer service for all departments, oversees any complaints, and works to resolve issues that may arise. The Town Manager maintains an office at/in the Town Hall and also is responsible for establishing and maintaining visibility and accessibility generally, including through periodic visits to other community locations and Town employee worksites (both those that are fixed and "in the field").
- I. In addition to the Town Council meetings, attends the meetings of the Planning Commission, Board of Zoning Appeals, Redevelopment Commission and any other advisory boards to maintain awareness and knowledgeability of such boards' activities and priorities as a means of ensuring optimal efficiency of Town operations.
- J. Coordinates with the Department heads to ensure the proper implementation and maintenance of all safety plans and OSHA requirements. .
- K. Complies individually with all applicable Town Council ordinances, orders, and resolutions, including without limitation employee/personnel policies and practices.
- L. Maintains awareness of and monitors the Town's compliance with requirements and expectations of federal and state regulators and/or funders. Reports to and coordinates with the Town Council and the Town's legal counsel with respect to Town legal matters. Maintains as privileged and confidential all information related to the Town's legal affairs.

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M. Performs other duties as assigned by the Town Council and consistent with applicable Indiana law.

IV. General/Other Qualifications

A. Provides superior ratepayer/resident service and positively effects Town interactions with ratepayers, residents, and employees. Has the resiliency to deal professionally and productively with ratepayers and residents in a wide variety of settings and conditions and the ability to work harmoniously with coworkers at all levels and in all departments.

B. Must be flexible to work varying hours and shifts as warranted by the Town's business needs.

C. Must be able to drive a personal or Town-owned vehicle, possess a valid Indiana operator's license, and carry insurance or be insurable to the minimum extent required by the Town (and/or recommended by the Town's insurance carrier(s)).

D. While the majority of the Town Manager's work is performed in an indoor office environment, the Town Manager may be required to address specific Town business in a variety of other settings, including, without limitation:

1. Outdoors - entailing various types or degrees of temperature, light, precipitation, and terrain;

2. The Town's Utility Shop Building, Town Parks, AND construction/project settings - that may include uneven surfaces or terrain, exposure to varying levels and types of noise, and require use of personal protective equipment.