

Town Manager Job Responsibilities:

Our Town Manager serves citizens by identifying, evaluating, and meeting community needs as directed by the consensus of the Town Council.

Town Manager Job Duties:

- Recommends programs and services by studying the changing needs of the city; identifying and anticipating community service trends; evaluating and offering options to the council consistent with the vision of the council.
- Provides town services by establishing and improving a functional structure; delegating authority.
- Maintains town staff by recruiting, selecting, orienting, and training employees.
- Maintains town staff job results by coaching, counseling, and disciplining employees; planning, monitoring, and appraising job results.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by developing and recommending an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; anticipating long-term issues.
- Enforces council's decisions by developing, monitoring, and enforcing policies and procedures.
- Complies with federal, state, and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions.
- Promotes town services by coordinating and cooperating with federal, state, and other local units of government.
- Keeps the mayor and the council informed by collecting, analyzing, and summarizing information and trends; remaining accessible; answering questions and requests.
- Maintains rapport with the community by meeting with citizens and advisory groups; reaching out to resolve concerns; settling disputes.
- Contributes to team effort by accomplishing related results as needed.

Town Manager Skills and Qualifications:

Presentation Skills, Meeting Management, Informing Others, Persuasion, Tracking Budget Expenses, Developing Budgets, Supports Diversity, Resolving Conflict, People Management, Developing Standards, Legal Compliance, College Degree, Strong Business Management and Fiscal Leadership Background.

If this sounds like your new search for purpose and fulfillment please send a resume and cover letter clerk@mygreenvillefl.com.