



Town of Winthrop

17 Highland Ave.
Winthrop, Maine 04364

Job title: Town Manager
Department: Town Administration
Reports to: Town Council
Range of Pay: Salary / Contract
FLSA Status: Non-exempt
Union: No

Nature of work

This is responsible and varied professional work as the chief administrative officer in managing the affairs of the Town of Winthrop under the direction of the Town Council in keeping with the Town Charter, ordinances, and the laws of the State of Maine and of the United States.

The Manager is charged with the efficient and effective administration of Town departments as outlined in the Winthrop Town Charter and in MRSA 30-A § 2636, the Maine state statute related to the powers and duties of a town manager. The Manager is responsible for the identification of municipal services, strategic opportunities and policy needs of Winthrop, and has the responsibility for the development of programs or the implementation of actions, as directed by the Town Council, to meet the identified needs of the community. The Manager shall act in such capacity as the Town Council may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the day-to-day operations of the Town's municipal government across a wide spectrum of operational areas. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

Additionally, the Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted, including the delivery of Town services in a cost-effective manner.

The Manager is charged with the responsibility of advising the Council and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between Winthrop and other governmental agencies' and between the various boards and commissions that make up Winthrop Town Government.

The Manager performs such other duties as may be directed by the Town Council.

Essential duties and responsibilities

Examples of work (illustrative only):

Carries out the directives of the Town Council; prepares reports and written recommendations as part of these activities.

Attends meetings of the Town Council, preparing and providing supporting documents and information pertinent to agenda items. Attends other meetings of other bodies as deemed necessary.

Hires, evaluates and directs the Town's staff as outlined in the Town Charter.

Monitors the budget and all financial affairs of the Town; works closely with department heads in the development of a comprehensive budget and work program.

Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Council on the status of the Town's budgets.

Responsible for implementing all Council policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Council policy mandates.

Serves as the Town's purchasing agent, treasurer and tax collector.

Attends meetings and conventions on behalf of the Town and its municipal government.

Serves as a liaison between the Town Council and various public and private agencies, and businesses, and the citizens of Winthrop.

Represents the Town to a variety of outside organizations, including, but not limited to, the Maine Town and City Managers Association, the Kennebec Valley Council of Governments, and the Maine Municipal Association.

Performs related work as may be required.

Requirements of work

Thorough knowledge of municipal management, municipal government programs, community issues, and decision-making processes.

Thorough knowledge of municipal financial management and accounting procedures, budgeting and investments.

Thorough knowledge of state and federal programs, and decision-making processes.

Thorough knowledge of the principles of personnel administration.

Working knowledge of purchasing principles and practices, including the bid process.

Ability to communicate effectively orally and in writing, including research capability and reporting ability.

Ability to maintain positive internal relations and to direct, supervise and motivate staff.

Ability to maintain external relations, specifically with citizens, through responsiveness and communication.

Ability to organize and use time effectively, and to be creative analytical.

Ability to listen and to accept criticism; must possess conflict resolution skills and public relations skills.

Qualifications

Considerable experience in a responsible position of a managerial nature, preferably in local/municipal government.

A strong background in financial management and accounting, budget preparation, administrative/organizational development, and strong human relations skills.

Experience with collective bargaining units.

Graduation from an accredited four-year college or university program in public administration or a related field, master's degree preferred.

An equivalent combination of experience and training.