

1. BASIC FUNCTION

- 1.1. This is a responsible administrative position that manages the affairs of the Town of Norwich under the direction of the Selectboard pursuant to the powers set forth in Chapter 37 of Title 24 of the Vermont Statutes Annotated.

2. GENERAL DUTIES AND RESPONSIBILITIES:

- 2.1. The Town Manager shall have general supervision of the affairs of the Town, is the administrative head of all departments of Town government and shall be responsible for the efficient administration thereof.

3. SPECIFIC DUTIES AND RESPONSIBILITY:

- 3.1. The manager shall have authority and have the duty:

- 3.1.1. To cause duties required of the Town, not committed to the care of any particular officer, to be duly performed and executed.

- 3.1.2. To perform all duties now conferred by law upon the Selectboard, except that the manager shall not:

- 3.1.2.1. prepare tax bills,

- 3.1.2.2. sign orders on any funds of the Town,

- 3.1.2.3. call special or annual Town meetings,

- 3.1.2.4. lay out, alter or discontinue highways,

- 3.1.2.5. establish and lay out public parks,

- 3.1.2.6. make assessments,

- 3.1.2.7. award damages,

- 3.1.2.8. make regulations under Title 23,

- 3.1.2.9. adopt ordinances under Title 24,

- 3.1.2.10. enter into contracts on behalf of the Town,

- 3.1.2.11. act as member of the board of civil authority,

- 3.1.2.12. act as a member of the liquor control commission, nor

- 3.1.2.13. make appointments to fill vacancies for elected or appointed boards or commissions that the Selectboard is now authorized by law to fill.

- 3.2. To work within the Personnel and Financial Policies of the Selectboard except when in conflict with the Town Manager's contract, in which case the contract shall take preference.

- 3.3. To perform all the duties now conferred by law upon the road commissioner of the Town, including the signing of orders.

- 3.4. To be the general purchasing agent of the Town and purchase all supplies for every department thereof.

- 3.5. To have charge and supervision of all public Town buildings, and repairs thereon; and all building done by the Town shall be done under the manager's charge and supervision.

- 3.6. To perform all the duties now conferred by law upon the Selectboard of the Town under 19 VSA 303 and 304, to control and maintain the Town highways, except as limited in Section 3.1.2 above;

- 3.7. To do all the accounting for all of the departments of the Town.

- 3.8. To supervise and expend all special appropriations of the Town, as if the same were a separate department of the Town.

- 3.9. To have charge, control and supervision of the following matters:

- 3.9.1. The Police Department and shall appoint and may remove the officers and employees thereof

and shall fix their salaries.

- 3.9.2. The Fire Department and shall appoint, fix the compensation of and may remove all officers and employees thereof.
- 3.9.3. The system of licenses, if any, not otherwise regulated by law.
- 3.9.4. The system of sewers and drainage, if any, except the making of assessments therefore.
- 3.9.5. The lighting of streets, highways and bridges.
- 3.9.6. The sprinkling of streets and highways and laying of dust, except the making of assessments therefore.
- 3.9.7. The maintenance of parks and playgrounds.
- 3.10. To be the Director of Emergency Management
- 3.11. To collect all taxes due the Town and to perform all the duties now conferred by law upon the collector of taxes and collector of delinquent taxes.
- 3.12. The manager shall, in all matters herein excepted, render the Selectboard such assistance, as they shall require.
- 3.13. Recruits, hires, evaluates, directs, and, if necessary, disciplines and fires Town employees.
- 3.14. Carries out work program of the Town approved by the Selectboard.
- 3.15. Develops new program directions and needs, identifies resources to accomplish programs, and recommends action to the Selectboard.
- 3.16. Develops systems and procedures to implement policy decisions of the Selectboard and executes its decisions.
- 3.17. Staffs the Selectboard and its meetings and facilitates the development of and carries out their policy and service decisions.
- 3.18. Assists the Selectboard to develop, update and execute a long-range, strategic plan.
- 3.19. Prepares a draft Town budget for the Selectboard to review, change if it deems necessary and present to the voters for approval.
- 3.20. Assists the Selectboard in negotiations of collective bargaining contracts with bargaining units recognized by the Vermont Labor Relations Board. Shall act as the designated representative of the Selectboard in the negotiations and recommend Selectboard action on the contract proposal presented to them for approval.
- 3.21. Other duties as assigned by the Selectboard. This could include, but is not limited to being designated and performing the functions as set forth in the statutes of the following:
 - 3.21.1. Town service officer
 - 3.21.2. Town health officer

4. KNOWLEDGE, SKILLS AND ABILITIES

- 4.1. Thorough knowledge of municipal management and community problems and potential solutions.
- 4.2. Thorough knowledge of municipal, state and federal programs and decision-making processes.
- 4.3. Thorough knowledge of financial administration and the design of financial accounting and reporting system.
- 4.4. Thorough knowledge of the theory and practice of public personnel administration.
- 4.5. Thorough understanding of administrative organization, design, and evaluation.
- 4.6. Thorough knowledge of computer programs and systems, including word processing, spreadsheets, databases, networks and email.
- 4.7. Knowledge and skill in municipal processes and techniques.
- 4.8. Knowledge of collective bargaining and practices.

- 4.9. Knowledge of road, drainage and bridge maintenance programs.
- 4.10. Commitment to Town's purposes and objectives, as determined by the voters and its boards and commissions.
- 4.11. Ability to communicate effectively orally and in writing with the Selectboard, Town officers and employees, the media and the public.
- 4.12. Ability to motivate and engender innovation and assumption of appropriate responsibility and decision-making by staff.
- 4.13. Ability to resolve conflict.
- 4.14. Ability to be creative and analytical.
- 4.15. Ability to direct, supervise and evaluate staff.
- 4.16. Ability to react quickly to changing situations that may be physically taxing.
- 4.17. Possession of public relations skills and publication knowledge.
- 4.18. Ability to motivate Selectboard, other Town boards and commissions, community groups, legislators, etc.
- 4.19. Ability to organize and use time effectively, and handle several significant responsibilities simultaneously.
- 4.20. Ability to listen to and accept criticism.
- 4.21. Knowledge of municipal management practices.

5. EDUCATION AND EXPERIENCE

- 5.1. At least a Bachelor's Degree in public administration, political science, engineering, business management or other relevant field, and at least three years experience as chief administrative officer in a municipal government; or any equivalent combination of experience and training.
- 5.2. Possession of a valid driver's license.

6. PHYSICAL REQUIREMENTS

- 6.1. The job of Town Manager can be physically demanding. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.