



Town Manager - Job Description

The Town Manager is the chief administrative officer of the Town and oversees each and every department of the Town with the exception of the Camden Police Department. This includes the following areas of responsibility: Public Works, Code Enforcement, Building Inspections, Maintenance, Accounts and Finance Department, Planning and Land Use, Board of Adjustments, Town Clerk and Building Permits, and other miscellaneous areas that may need attention. He / She answers directly to the Mayor and Council of the Town of Camden. The Town Manager leads the Town in concert with the wishes of the sitting Mayor and Council. The Town Manager displays good leadership skills and exercises sound judgment with regards to personnel Issues, financial management, grant applications, and public relations. The Town Manager also works in conjunction with the Town Solicitor, Town Engineer, and the Chief Financial Officer. Additionally, the Town Manager maintains effective relationships with Town residents.

Primary Responsibilities

- _ Manages the day-to-day operations of the Town of Camden.
- _ Acts as the first line supervisor of all civilian employees of the Town.
- _ Prepares and submits reports and information as may be requested by the Mayor and Council.
- _ Attends various meetings on behalf of the Town of Camden.
- _ Prepares day-to-day correspondence which includes but is not limited to letter writing, bank deposit submissions, composition of proclamations, resolutions, new ordinances, answers to citizen complaints, etc.
- _ Keeps the Mayor and Council advised of all matters affecting the overall operations of the Town.
- _ Peruses through and approves all accounts / payables for the Account Specialist so invoices can be paid.
- _ Assists in the preparation and administration of the annual budget in cooperation with Department Heads and the Account Specialist.
- _ Approves and oversees all grant applications, expenditures, and final reports.
- _ Responsible for overseeing the annual property tax billing and collection.
- _ Responsible for all the maintenance of various mechanical systems within Town Hall.
- _ Coordinates legal responses and positions with the Town Solicitor.
- _ Approves requests for executive and administrative actions, if in the best interest of the Town of Camden.
- _ Implements policies, procedures, and processes as directed by the Mayor & Council.
- _ Coordinates through the Town Staff with the External Auditors to prepare and complete the annual audit each year.
- _ Establishes and maintains effective working relationships with other Town employees, public officials, and citizens.



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- _ Demonstrates effective verbal and written communication skills.
 - _ Responsible for finding, preparing, and administering grants, bid preparations & executions of same.
 - _ Possesses superior skills in resolving disputes and complaints from citizens.
 - _ Performs all other duties assigned by the Mayor and Town Council.

Qualifications

The Town Manager must possess a 4-year college degree in Public Administration, Business Administration, or in a related field. He / She must have exceptional skills in the administration of Personnel, leadership, financial management, grant applications, and public relations. Additionally, the Town Manager must possess exceptional interpersonal characteristics. Previous long-term experience in municipal government management is a plus.