The Town Manager is responsible as the chief executive and administrative officer of the town in charge of maintaining the essential town services through the efficient and effective management and operation of the town under the direction of the select board. The manager’s primary responsibilities include: protecting the health, safety and life of the people of the Town of Monson through the effective delivery of public services; managing the financial resources of the Town, ensuring public trust in the collection and use of those funds; and providing the Select Board with well-researched information to assist and guide them in making policy decisions.

**Duties of the Town Manager:**

* 1. Development and administration of town policies and procedures, including
     + Identifying service and policy needs of the Town
     + Executing laws and town ordinances
     + Coordinating with town boards and committees as the municipal representative

1. Fiscal oversight of the Town, including
   * Preparing the proposed annual budget with the involvement of department heads
   * Administering and monitoring of the adopted annual budget
   * Developing administrative fiscal procedures and ensuring adherence to such procedures by all departments and employees
   * Acting as purchasing agent for all municipal departments
   * Serving as Road Commissioner, Treasurer, Deputy Tax Collector, GA Administrator, and E-911 Addressing Officer for the Town
   * Overseeing the bid process on major purchases
   * Overseeing the accounting of all monies of the Town
   * Preparing and distributing monthly reports to Select Board pertaining to the financial status of the Town
   * Collaborating in the application of grants and acting as the town representative for grant applications for the Town
2. Serve as Personnel Director for the Town, including
   * Hiring and supervising all Town employees
   * Maintaining appropriate evaluation and disciplinary documentation of employees
   * Appointing, with Select Board approval, department heads
   * Adhering to the Town’s personnel policy
   * Coordinating departmental activities, and setting attainable goals for all municipal departments
   1. Communication with the public, including
   * Maintaining a positive, open and caring attitude with the public
   * Ensuring citizen complaints are addressed in a timely and professional manner
   * Maintaining positive public relations between the Town and other governmental agencies and the media
   * Advising the public on the current status of all affairs of the Town
   * Preparing an annual report of the previous year's activities
3. Collaboration with the select board, including
   * Attending select board meetings, town meetings, and public hearings
   * Preparing and providing the Select Board with supporting documents and information pertinent to agenda items in advance
   * Identifying and communicating to the Select Board service and policy needs of the Town
   * Carrying out the directives of the Select Board to meet the identified needs of the community
   * Advising the Select Board on the current status of all affairs of the Town
     + Recommending proactive solutions to the Select Board for more efficient operation of the Town
   * Acting in such capacity as the Select Board may direct on municipal, state, federal and other policy issues affecting the Town

**Skills Required**:

* Effective oral and written communication
* Positive interpersonal and leadership skills that include analytical/critical thinking with the ability to listen, collaboratively problem-solve, give and receive constructive criticism, and resolve conflicts to build an inclusive environment of participation and citizen engagement
* Attention to detail
* Ability to multi-task
* Effective organizational and time management skills, including prioritizing and delegating responsibilities, using time effectively, and maintaining a positive work environment that empowers staff and volunteers to achieve goals
* Flexibility to work outside typical office hours and attend evening meetings