

## Town Manager

The Town of Signal Mountain is seeking applicants for the position of Town Manager who works under the general direction of the City Council. The Town Manager oversees Town operations with budgets of approximately \$13.8 million in governmental funds and \$3.7 million in proprietary funds. There are approximately 84 full-time employees in administration, finance, police, fire, public works, water, parks and recreation, library, and building and codes departments.

The Town of Signal Mountain is located on Walden's Ridge at the southern end of the Cumberland Plateau. Signal Mountain is home to a progressive community of 8,852 citizens and is surrounded by natural beauty. Residential in nature, the Town of Signal Mountain is approximately ten miles from downtown Chattanooga with its many major employers and attractions such as the Chattanooga Choo Choo, the Hunter Museum of Art and the Tennessee Riverfront and Aquarium. Signal Mountain is home to award-winning Hamilton County schools, including Signal Mountain Middle/High School which offers an International Baccalaureate Program.

The minimum qualifications for this position are a bachelor's degree, with a master's degree preferred, in public administration or closely related field and a minimum of three years of municipal leadership experience as a Town manager or manager of a municipal department with related duties (or a comparable combination of experience and education). Residency is required unless waived by the Council. The Town offers a comprehensive benefits package, including participation in the Tennessee Consolidated Retirement System (TCRS).

Interested applicants must submit a resume, cover letter, and professional references by email to Betsy Cunningham at [betsy.cunningham@tennessee.edu](mailto:betsy.cunningham@tennessee.edu). Resumes will be accepted until November 26, 2021. Additional information is available at [www.signalmountaintn.gov](http://www.signalmountaintn.gov). Applications are subject to public disclosure. EOE / TN Drug Free Workplace.

**Town of Signal Mountain  
Position Description**

**Title: Town Manager**

**Purpose:**

The Town Manager is the Town of Signal Mountain's chief administrative officer and has general supervision over the affairs of the town. Pursuant to the Town Charter of Signal Mountain, the Town Manager shall be the administrative head of all departments. The Town Manager is responsible for the efficient and effective administration of Town government as well as for ensuring high quality services for its residents.

The Town Manager has broad responsibilities in the following areas: developing and overseeing the Town budget, financial planning and management, personnel administration, facilities management, public works, water utility, public and employee safety, community and economic development, and public relations.

This position is under the supervision of a five-member Town Council.

**Fair Labor Standards Act Service:**

Exempt.

**Essential Functions of the Job:**

*Essential functions are fundamental job duties. They do not include marginal tasks, which are also performed but are not incidental to the primary functions. The omissions of specific statements of duties do not exclude them from the position nor does every position allocated to the job necessarily perform every duty listed.*

***Manage Town services and finances:***

- Coordinate activities among all departments to ensure the most efficient and effective use of town resources. Foster communication and collaboration with all Town supervisors and employees and residents of the Town.
- Supervise Town services, processes, or programs to achieve the goals set forth by the Town Council within available resources:
- Manage Town budget and funds, including monitoring of revenues and expenses to ensure compliance with budget, performing cost control activities, approving expenditures, and administering a capital-planning program.
- Ensure that all contracts with the Town, including public franchises, are faithfully kept and performed and upon knowledge of any significant violation thereof, to call same to the attention of the Town Council.
- Provide efficient and effective delivery of quality services to citizens.
- Manage Town purchasing:
  - Ensure that competitive prices for all purchases and public improvements are obtained whenever practicable and in accordance with procedures and regulations established by ordinance,
  - Oversee preparations and advertising of all bids and requests for proposals as necessary.

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- Work with Town Council to develop and propose a Town budget, including:
  - Develop recommendations, review, and refine projections for revenue and expenses,
  - Analyze Town debt capacity and recommend debt structures with least fiscal impact to Town's bond rating,
  - Review all proposed Town expenditures for reasonableness,
  - Research and propose implementation of service improvement and efficiency innovations, utilizing best practices and creative/critical thinking,
  - Analyze potential Town revenue sources,
  - Develop a sustainable long-term (5 year) capital and financial plan to prepare for future capital expenditures, needed positions, efficiencies, or other items needed to achieve the Town's long-term objectives,
  - Analyze emerging trends and recommend corrective action if necessary.
- Communicate effectively with the public using verbal and written skills.
- Utilize social media and other media to communicate positive public relations as well as deliver other relevant information to the public.
- Develop and implement organizational and communication strategies to facilitate positive interaction between employees and citizens, and employees and Town Council.

### ***Manage Town employees and aid in development of personnel and pay policies and procedures:***

- Implement staffing standards according to Town policy;
- Select or recommend selection of employees;
- Organize and assign roles and responsibilities;
- Evaluate employee performance and develop and maintain frameworks for the evaluation and development of employees;
- Develop adequate training programs for employees;
- Motivate and counsel employees to provide growth opportunities;
- Maintain and update Town's employee pay & classification plan to reflect employee positions and class;
- Examine the nature of the position classes and periodically review the entirety of the plan and recommend appropriate changes in allocations or in the plan to the Town Council;
- Maintain and update Town's pay plan through comparative studies, and recommend appropriate modification as necessary in employee the plan to Town Council.
- Provide, administer, and implement a job safety program for all departments, emphasizing safe work practices and use of personal protective equipment according to established standards and town policy. Provide guidelines for monitoring safety performance with incentive/disciplinary actions for infractions up to dismissal for repeatinfractions.
- Terminate and/or recommend termination of employees, when necessary.

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### ***Uphold and enforce the Town's laws and ordinances:***

- Ensure that all laws, ordinances, provisions of the Charter and acts of the Town Council subject to enforcement by the Town Manager or by officers subject to his or her direction and supervision are fully executed.

### ***Support and advise the Town Council and Town boards and commissions:***

- Oversee the preparation of a variety of studies, reports, and related information,
- Make presentations on a variety of topics relating to the operation of the town,
- Advise the Town Council of financial conditions, administrative activities, and current and future Town needs,
- Participate broadly in community affairs and team with Town Council to refine and implement town policies, procedures, and practices to ensure its success as a public service organization
- Supervise preparation of agenda and related materials for all Council meetings; attend all meetings unless otherwise directed.
- Support, advise, and consult with town commissions and boards; make presentations to same and others on issues, problems, policies, and procedures related to the Town.
- Serve as the principle representative of the Town on local and regional boards, including meetings with county, regional, state, and federal officials.
- Work with the Town Attorney and coordinate communication between Council and any relevant boards or commissions.
- Perform other duties as necessary.

### **Required Knowledge, Skills and Abilities:**

- Knowledge of modern policies and practices of public administration, municipal finance, human resources, public works, public safety, public welfare, and community development.
- Ability to communicate effectively, both verbally and in writing, in order to establish and maintain effective working relationships with the Town staff, Town officials, and the public
- Ability to prepare and administer municipal budgets; analyze and understand municipal records and reports.
- Ability to encourage cooperation and teamwork among Town staff,
- Ability to plan, organize and direct the work of others; manage a large organization with a variety of municipal programs and functions.
- Knowledge of town ordinances, state and federal laws, rules, regulations, policies and procedures.
- Ability to interact with the public, media, and employees in a variety of situations, including those that may be sensitive or difficult.
- Ability to perform highly responsible professional, technical, and administrative work, with delicate, confidential and controversial matters on a continuing basis.

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### **Equipment:**

Automobile, computer and software programs, fax machine, copier and office equipment.

### **Educational and Experience Requirements:**

A Bachelor's degree in public administration or related field, with a MS/MA in public administration or related field preferred.

Three (3) years experience as a Town Manager of a similar sized municipality or other similar municipal supervisory position; or a comparable combination of experience and education.

### **Problem Solving Requirements:**

Solve a wide range of complex, multi-disciplinary problems, which require long-term organization-wide planning.

### **Writing Skills Required:**

Compose moderately complex documentation of a routine nature, i.e., documenting complex studies or summarizing annual department/section results.

Compose sensitive, non-routine correspondence requiring tact and diplomacy and/or compose reports or summaries for which established formats generally do not exist.

Compose major reports, policy or procedure manuals, proposals, and brochures.

### **Speaking/Presentation Skills Required:**

Interview or discuss detailed information, frequently involving customer/citizen problems or complaints.

Deliver informational speeches, reports, and orientation before audiences and groups that include people that are not organization employees.

Deliver presentations regarding potentially controversial issues.

Negotiate with outsiders in sensitive and complex situations.

### **Job Related Communication:**

Within the department—daily

With employees in other departments—daily

With employees in other organizations—daily

With the public—daily

### **Planning and Scheduling:**

Extensive—a substantial level of planning responsibilities exists, usually affecting numerous employees and activities and requiring a significant amount of time.

### **Difficulty of Work:**

Work consists of complex, varied, non-standardized tasks, requiring application of numerous laws, rules, regulations, and procedures.

### **Assignment of Work:**

General guidance allowing for employee planning of procedures and methods to attain objective.

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### **Effect of Work Errors:**

Significant. Errors may cause delays in work or losses of revenue or expenditures, public confidence, and unjustified work time.

### **Supervisory or Management Responsibilities:**

Supervises a town with a staff 70 employees both supervisory and non-supervisory.

### **Working conditions:**

On average 20 percent standing, 30 percent walking, and 50 percent sitting.

Approximately 0-20 lbs may be required for lifting.

Lifting frequency—some

Bending—some

Pushing and/pulling loads – some

Reaching over head—some

Kneeling--some

Crawling—none

Climbing ladders—none

### **Mental/Visual Effort:**

Typing/CRT—very frequent

Attention to detail—very frequent

Monitoring equipment—some

Detailed inspection—very frequent

Transcription/proofreading—frequent

### **Adverse Conditions:**

Exposure to temperature extremes—none

Dangerous equipment—none

Chemicals—none

Noise—none

Physical effort/risk—none

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