

**Town of Belgrade**  
**Board of Selectpersons**  
April 23, 2019 / 6:30pm  
Belgrade Town Office  
990 Augusta Road, Belgrade ME 04917

**A G E N D A**

**Call to Order and Pledge of Allegiance**  
*Open Meeting*

1. **Executive Session: Personnel Issue(s) 1 M.R.S.A. §405(6)(A)**

2-3-16

# TOWN OF BELGRADE

## TOWN MANAGER JOB DESCRIPTION

### Nature of work:

This is responsible and varied professional work as the Chief Administrative Officer in managing the day-to-day affairs of the Town of Belgrade, under the direction of the Select Board.

The Manager is charged with the identification of the services and policy needs of Belgrade and is responsible for the development of the programs or implementation of actions directed by the Select Board to meet those needs. The Manager shall act in such capacity as the Select Board may direct on Municipal, State, Federal and any other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted.

The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments and employees.

The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the manager must frequently act without precedent.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens, between Belgrade and other government agencies and between the various boards and committees that make up Belgrade's Town Government.

### Powers & Duties of a Town Manager:

- Belgrade's Town Manager Powers & Duties will follow the "Town Manager's Plan" as outlined in, M.R.S.A. 30-A, Part 2, Subpart 3, Chapter 123, Subchapter II. Other duties may be assigned by the Select Board.

### Essential Duties and Responsibilities:

- Maintains the administration organization of the Town to ensure efficiency of operation,
- Attends all Select Board meetings, attend all Town Meetings and Public Hearings, and attends at least one meeting per year of each Town Committee.

- Carries out the directives of the Select Board, prepares reports and makes recommendations as part of these activities,
- Serves as Personnel Director for the Town: is directly involved in the hiring, evaluation, promotion, and discipline of employees, or establishes procedures for department heads to follow in such matters, following the rules as outlined in the "Town of Belgrade Employment Guidelines",
- Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Select Board on the status of the Town's budget,
- Serves as the Town's purchasing agent,
- Attends meetings and conventions on behalf of the Town,
- Represents the Town to a variety of outside organizations including but not limited to; Maine Town and City Management Association (MTCMA), Kennebec Valley Council of Governments (KVCOG), Maine Municipal Association (MMA), and the Legislative Policy Committee (LPC) of MMA,
- Serves as liaison between the Select Board and various public and private agencies, businesses and the citizens of Belgrade,
- Prepares Federal and State grant requests and administers grant programs,

### **Requirements of Work:**

- Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes,
- Thorough knowledge of municipal financial management, accounting procedures, and budgeting,
- Thorough knowledge of the theory and practice of public personnel administration,
- Working knowledge of State and Federal programs,
- Ability to communicate effectively,
- Ability to listen to others,
- Possess conflict resolution skills,
- Ability to organize and use time effectively,
- Ability to give and accept constructive criticism,

- Employee must be goal-minded and possess a self-starting drive to get things done, frequently through extra hours of work and effective delegation of work,
- Ability to act independently without precedents in the face of problems,
- Must pass background check and must have valid driver's license,
- Ability to establish and maintain effective working relationships with staff and the general public.

### **Training and Experience Required:**

Must have a high school diploma. Considerable experience in a responsible position of a managerial nature, preferably in a local government setting, with five or more years of experience is required. A strong background in financial management with non-profit accounting preferred. Background in budget preparation, administrative/organizational development, and strong human relation skills is required. A degree in public administration or related field or an equivalent combination of college course work and experience will be considered.

### **Work Week:**

This position is a salaried position that requires a minimum of 40 hours a week. Manager will follow the regular scheduled Town office hours or as directed by the Select Board.

### **Benefits/Pay.**

Both benefits and salary are negotiated between the Select Board and the Manager. The Town Manager contract is not required to follow the Personnel Guidelines regarding benefits. Salary is based on the years served, duties attached to the job, size of the community, educational background, the Manager's various State licenses/certificates, and the overall benefit package being offered.

U/files/personnel & others/personnel/job descriptions/TM 2013

Approved by Select Board at their April 2, 2013 regular scheduled meeting.

**Town Manager Questions:**

- 1.) Why are you interested in being our Town Manager 1 2 3 4 5
- 2.) What experience do you have that would make you a "fit" for this position? 1 2 3 4 5
- 3.) What strengths do you have that would benefit this community? 1 2 3 4 5
- 4.) Can you identify a weakness that would interfere with a position such as this? 1 2 3 4 5
- 5.) Belgrade has 3 geographical areas. Not all of these area Representatives see eye to eye on many issues. What would you do to try to quiet controversies of this sort? 1 2 3 4 5
- 6.) Why should we hire you, and not someone else? 1 2 3 4 5
- 7.) What kind of computer skills do you have? 1 2 3 4 5
- 8.) If all goes well, do you visualize the Town Manager post as a long-term position? 1 2 3 4 5
- 9.) What first step would you take with an employee who was not working up to expectations? 1 2 3 4 5
- 10.) For the past several years, the policy of our Town Office has been to hold regular staff meetings and to address concerns between employees in meetings with all involved in attendance, talking everything through. How do you feel about this concept? 1 2 3 4 5
- 11.) Would you discuss how you would expect your relationship to be with the Board of Selectpersons? 1 2 3 4 5
- 12.) Do you have any General Assistance work in your background? 1 2 3 4 5
- 13.) Would you have any problem allowing us to initiate a background check at this time? 1 2 3 4 5
- 14.) If selected, when would you be able to begin working for the Town of Belgrade? 1 2 3 4 5
- 15.) What are your salary expectations? 1 2 3 4 5

Applicant \_\_\_\_\_

Total Score

\_\_\_\_\_