

Job Description  
Amherst Town Manager

The Town of Amherst is an equal opportunity employer and hires on the basis of individual merit and qualifications and without regard to race, color, sex, age, religion, national origin, political affiliation or handicap.

Nature of Work

This is complex professional and administrative work which involves supervising all operations of the Town government as outlined in the Town Charter, the Town Code and as directed by the Town Council. Work involves serving as the Town's chief administrative officer, the Town's zoning administrator, the Town's personnel officer, and the Town's purchasing agent. Work involves a great deal of public contact and requires a significant amount of friendliness, tact, diplomacy and a professional appearance. This is an appointed position by the Town Council with work being performed under the general direction of the Town Council who review the work through observation, regular meetings and results obtained. Is an at-will employee serving at the pleasure of the Town Council.

Examples of Work

1. Coordinates, monitors, and controls departmental function to ensure operational efficiency and economical use of all resources.
2. Provides general supervision of the construction, maintenance, and operation of the Town water system, sewer system, contracted sanitation service, utility maintenance department, police department, VDOT maintained streets and sidewalks, and public properties and shall have direct control over all work in connection therewith or as may be directed by the Mayor and Town Council or any duly authorized committee thereof.
3. Attends meetings of the Town Council and Planning Commission with the responsibility to counsel and advise; attends numerous other committee or board meetings and public hearings providing necessary information and recommendations when appropriate.
4. Serves as the Town's Zoning Administrator and Subdivision Agent.

5. Keeps the Town Council advised of the financial condition and future needs of the Town and of all matters pertaining to its proper administration and makes such recommendations as deemed desirable.
6. Prepares and submits an annual budget to the Town Council and is responsible for its administration after its adoption. Presents adequate financial and activity reports as required by the Mayor and Town Council.
7. Prepares in a suitable form for publication and submits to the Town Council each year a concise, comprehensive report on the activities of the Town government during the preceding calendar year.
8. Arranges for an annual audit by a certified public accountant, works closely with the auditors during the audit process, arranges meeting with the auditors upon the completion and receipt of the audit.
9. Maintains and annually revises an inventory of personal property of the Town Council and its committees and provides a copy thereof to the Mayor.
10. Responsible for the maintenance of an inventory of all real property, easements, and rights-of-way owned by or leased to the Town, so as to show for each item its location, its cost if Town-owned, or its rental if leased to the Town, its current value, the department, office, or agency to which assigned of use, the insurance coverage thereon together with the amount of the annual premium and anniversary date, and the appropriate reference to deeds and leases of record; and if Town-owned property is leased, the name and address of the lessee and the terms of the lease. This inventory shall be revised during the month of January each year.
11. Serves as the Town's purchasing agent, disposes of all property not of further use to the Town upon the approval of the Mayor and Town council of the appropriate committee thereof, approves all invoices for payment.
12. Serves as the Town's personnel officer, administers all the Town's classification and pay plan, appoints or removes all employees with the exception of the Chief of Police, Town Clerk and Town Attorney,

makes recommendation when appropriate on the appointment and removal of any Council appointed employee.

13. Receives citizen requests and complaints and determines action necessary by the appropriate Town employee and/or department; works with citizens and business interest groups, and civic organizations to solve problems and assist with requests.
14. Assembles a listing of plans, goals and objectives for each department within the Town on an annual basis, reviews the listing with the Mayor and Town Council for their comments, recommendations and revisions.
15. Advertises bids for work to be done by contract when necessary; reserves the Town's right to reject all bids and re-advertise; in emergencies, proceeds to do necessary work without the necessity of bid advertising; assures that the terms and conditions imposed in any franchise or contract are in the Town's best interest.
16. Performs administrative duties necessary to ensure that the provisions of the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance and Subdivision Ordinance are enforced, delegates the responsibility for some of these duties as deemed appropriate.
17. Oversees the evaluation of employees in a fair and equitable manner that is a function of work done, work ethic and attitude over the whole year.
18. Prepares special reports, research reports, official correspondence, press releases, public hearing notices, job announcements, agendas, resolutions, ordinances, agenda information staff reports, etc...as necessary.
19. Reviews Town policies, procedures, rules and regulations and recommends improvements and adjustments to the Town Council.
20. Performs liaison activities to other local, state and federal agencies and organization as may be needed.
21. Performs other such duties as may be prescribed by the Town Charter, Town Code, Personnel Rules and Regulations Manual, Zoning Ordinance, Subdivision Ordinance, 1950 Code of Virginia, as amended, and as directed by the Town Council.

## Requirements of Work

Prefer graduation with a masters degree and bachelors degree from accredited college(s) of university(ies) in public administration, urban affairs, planning, or a related field and at least 3 years of progressively responsible experience in local government with some experience in planning, public works and financial management highly desirable or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

1. Knowledge
  - a. Extensive knowledge of the principals and practices of public administration and local government administration.
  - b. Comprehensive knowledge of the laws, ordinances, and regulations underlying a Town government and municipal corporation.
  - c. Thorough knowledge of municipal finance practices and procedures.
  - d. Knowledge of the Town Charter, Town Code, Personnel Rules and Regulation Manual, Zoning Ordinance, Subdivision Ordinance, Comprehensive Plan, and the 1950 Code of Virginia, as amended, as it relates to the Town.
  
2. Skills
  - a. Skills in a variety of clerical related tasks including typing, filing, data processing, copying, answering telephones, using a FAX machine and working the front window when required.
  - b. Skill in operating computer systems and related software programs.
  
3. Abilities
  - a. Promotes a public service attitude so that citizens are treated courteously and promptly, handles complaints in an expeditious and courteous manner and resolves them impartially.
  - b. Ability to establish and maintain effective working relationships with the public, fellow employees, various civic organizations, committees, boards, agencies, news media and the Town Council.
  - c. Stays abreast of courses of action of the other local governments in relation to the Town's activities; stays abreast

of amendments to the 1950 Code of Virginia, as amended, as they may relate to local government.

- d. Ability to analyze problems and develop strategies for corrective action.
- e. Ability to comprise clear and concise reports, memoranda and correspondence.
- f. Ability to meet with the public and discuss problems, requests and complaints.
- g. Ability to express ideas effectively, both orally and in writing.
- h. Ability to coordinate, monitor, control, plan and direct the operations of Town government.
- i. Ability to present a favorable personal appearance.

#### 4. Physical Requirements

- a. Physical Exertion - This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; frequently requires sitting and occasionally requires standing, walking, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions;
- b. Communications - work regularly requires speaking or hearing, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data.
- c. Vision - work has standard vision requirements including visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.
- d. Work Setting – office setting but occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, exposure to outdoor weather conditions and may be required to wear specialized personal protective equipment; work setting is generally in a moderately noisy location (e.g. business office, light traffic).

#### 5. Special Requirements

- a. Valid driver's license in the Commonwealth of Virginia, or ability to obtain within 30 days of employment.
- b. Must be bonded or capable of being bonded.