TOWN OF GILBERT
CLASS SPECIFICATION

Town Manager

CLASS SERIES	BAND/GRADE/SUBGRADE	FLSA STATUS
Management	F101 (Appointed)	Exempt

CLASS SUMMARY:
This class is the fourth level in Management series. Incumbent serves as the top executive officer of the Town reporting to the Mayor and Council. Responsibilities include comprehensive management and leadership for the municipality including policy development and interpretation, administration of programs, process, functions, budget, and staff.

ESSENTIAL DUTIES: *This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*	**PERCENT OF TIME**
Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Administers and directs the operations of departments within the Town government ensuring compliance with policies established by the Town Council and within limits of applicable laws, codes, regulations and standards.	Daily 25%
Works closely with the Town Council and the executive team to establish strategic goals and objectives and provides direction and execution of successful business strategies. Advises Town Council on municipal-wide operations and policy matters.	Daily 20%
Implements Town Council policies and directives. Directs the executive team and aligns program and practices with the strategic plan, mission, vision, and goals.	Weekly 15%
Reviews and evaluates organizational issues and problems and facilitates strategies to address issues, resolve problems and promote organizational effectiveness. Responds to requests and prepares and provides presentations to inform Council and present recommendations.	Weekly 15%
Directs and participates in the development and administration of the Town budget and capital program. Proposes the Town's annual operating budget to the Town Council for approval. Monitors expenditures and budgetary compliance.	Monthly 10%
Performs other duties of a similar nature and level as assigned.	As Required

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TRAINING AND EXPERIENCE:

Master's Degree and 10 years of related experience including 5 years of progressively responsible municipal management experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING/CERTIFICATIONS:

- Valid Arizona Driver's License

KNOWLEDGE OF:

- Advanced managerial principles, practices and techniques;
- Municipal administration principles and practices;
- Applicable Federal, state and local laws, codes, regulations and/or ordinances;
- Financial management principles;
- Policy and procedure development practices;
- Municipal administration principles and practices;
- Strategy development principles and procedures;
- Modern office equipment.

SKILL IN:

- Providing municipal-wide leadership;
- Administering municipal leadership;
- Developing municipal-wide budgets and policies;
- Providing municipal-wide strategic and tactical planning;
- Interpreting and applying applicable laws, codes, regulations and standards;
- Managing municipal-wide financial resources;
- Developing and executing policies and procedures;
- Making municipal-wide decisions using sound judgment;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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ADA AND OTHER REQUIREMENTS:

Positions in this class typically require: standing, walking, fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to operating a motor vehicle and travel.

WORKING TITLES WITHIN CLASS SPECIFICATION:

Town Manager – F101

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

CLASS HISTORY INFORMATION:

Draft prepared by Fox Lawson & Associates LLC (BS)
Date: (11/12)

Draft finalized by Gilbert Human Resources (TT)
Date: (05/13)