

Position Title: Town Manager, Bennington, Vermont
Position Code: Senior Management

JOB SUMMARY

The Town Manager is the Chief Executive Officer and the Chief Financial Officer of the Town of Bennington. This position is the highest level management position in Bennington's town government. The Town Manager is appointed by the Bennington Select Board for an indefinite term. The Town Manager is directly responsible to the Select Board and reports to the Select Board. The Town Manager carries out policies adopted by the Select Board and administers all facets of town government as provided by the Town Charter and by law.

The Town Manager is expected to be an active and visible member of the community.

The Town Manager shall have a relevant Bachelor's degree, with at least ten years' experience in the public or private sector. A graduate degree in a related field may be substituted for three years' experience.

DUTIES AND RESPONSIBILITIES

The Town Manager shall:

- Serve as the Chief Executive Officer and carry out the policies established by the Select Board
- Prepare, at the end of each fiscal year, a report **to the Select Board** on the finances and administrative activities of the town
- To perform any other duties which may be found necessary or appropriate to further the best interests of the Town, including but not limited to duties and responsibilities assigned by the Select Board to which power for such action has been delegated.
- Concurrently with the Select Board shall be responsible for strategic planning for all segments of the Town. In this regard, the Town Manager shall work with the Select Board to develop, and revise from time to time, a strategic plan enumerating specific goals to be achieved for the betterment of Town as well as the time frames in which those goals are to be accomplished.
- Assume responsibility for the operation of all Town government departments, including, but not limited to, the following: Accounting/Finance, Assessors/Listers, Economic & Community Development, Facilities & Grounds, Human Resources, Police and Fire Departments

- Assume exclusive authority to appoint, fix the salaries of, evaluate performance of, discipline, suspend, and/or remove, all officers and employees of the Town government except those elected or appointed by the Select Board, under policies approved by the Select Board.
- When advisable or necessary, due to the Town Manager's absence, delegate to subordinate officers and employees of the Town government, any duties conferred upon the Town Manager
- Prepare an annual budget and be responsible for its administration after adoption; be responsible for the system of accounts
- Prepare, at the end of each fiscal year, a report on the finances and administrative activities of the town
- Assume charge and supervision of all Town buildings and other Town properties and repairs thereon
- Act as the general purchasing agent and keep the Select Board informed of the Town's financial condition and its anticipated needs
- Perform all duties now conferred by law on the Collector of Taxes
- Take individual responsibility for working in a safe manner and adhere to and comply with all Town policies.

The duties listed above are intended only as examples of the various types of work that may be performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position

SKILLS AND EXPERTISE

The Town Manager shall demonstrate:

- The ability to manage employees and supervise departmental functions and work well with groups, both large and small
- Competency and a comfort level with fiscal management and budget development
- The ability to:
 - Work in an often stressful and changing environment
 - Think critically, resolve complex issues through reasonable decision-making and conflict resolution
 - Develop and present complex material, such as projects and initiatives
 - A high comfort level with speaking in public and writing for publications
- He or she shall have an acceptable and verifiable work history
- The Town Manager shall hold a Vermont Driver's license or be able to obtain one

