



Assistant Town Manager

EEO Class Code: First/Mid-Level Officials and Managers

Union Status: Unclassified

FLSA Code: Exempt

The Town of Pembroke Park Job Description

Department:	Administration
Supervises:	Administrative Service Director/ Deputy Town Clerk, Finance & Budget Director, Public Service Director
Position Reports To:	Town Manager
Sworn:	No

Job Specifications

NATURE OF WORK

The Assistant Town Manager serves the Town Commission, the Town Manager, and the community and brings to the local government the benefits of his/her training and experience in administering municipal or county projects and programs. The Assistant Town Manager assists in preparing the budget for the Commission's consideration; assist in recruiting, hiring, terminating, and supervising government staff, in the absences of the Town Manager serves as the Commission's chief advisor, and carries out the Commission's policies.

ILLUSTRATIVE TASKS

Tasks required of those in the position of Assistant Town Manager include, but are not limited to:

- Assists in overseeing the Town's compliance with including, but not limited to, all federal, state, county and local laws, statutes, ordinances, resolutions, policies, and procedures.
- Ensures that the policies and directions of the Commission with respect to the administration and operation of the Town are followed.
- Attends all meetings of the Commission.
- Oversees the agenda for all meetings of the Commission including, but not limited to, special and workshop meetings.
- Keeps the Commission fully advised as to the financial condition, management, governance, and related needs of the Town.
- Recommends to the Commission for its consideration such measures as he or she may deem necessary, expedient or otherwise in the Town's best interests.

- Assists in the day to day operations of all departments.
- Performs research and prepare reports as may be assigned by the Commission.
- Conducts management and cost studies on Town activities and make recommendations for revision where necessary.
- Serves as the affirmative action program coordinator.
- Assists the Town staff and Town consultants in making application for Federal and State grants as directed by the Commission.
- Serves as a liaison and maintains communication with other local governments entities and other levels of government as directed by the Town Commission.
- Coordinates the activities of all department and division heads to ensure the efficient operation of the Town government as directed by the Commission.
- Keeps the Town Commission fully advised as to the financial conditions and needs of the Town at such times and in such detail as necessary, but at a minimum on a monthly basis.
- Assists in the preparation the annual budget to the Town Commission for its consideration.
- Investigates and determines whether purchases of current supplies and contractual services are made in accordance with regulations prescribed by state law, Town Charter and Ordinances, and whether competitive procurement procedures are maintained in a fair and impartial manner.
- Serves as acting Town Manager in the case of Town Manager's absence.
- Holds staff meetings and performs other functions as are required to carry out the duties as outlined above.
- Coordinates and attends all Town events.
- Perform other duties as may be required of him or her by ordinance, resolution, or other direction of the Town Manager and/or Commission.

KNOWLEDGE, SKILLS AND ABILITIES

The successful employee demonstrates considerable knowledge and is guided by the principles of personal and professional integrity, community engagement, equity and inclusion, staff effectiveness, and personal resiliency and development. The employee is also expected to lead by example and demonstrate the highest level of ethics.

Knowledge of:

- Principles and practices of public administration with a thorough knowledge of government policies specifically related to strategic planning, organizing, directing, and coordinating local government operations.
- Personnel management including leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff, human resource theory and practices, and personnel recruitment and retention.
- Customer service principles and processes including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Technology and innovative practices including emerging methods of community engagement and the use of technology to improve the efficiency and effectiveness of government operations.

Skill in:

- Understanding the basic principles of public service and promoting an environment of continual improvement for local government operations.
- Discerning community needs and identifying responsive and equitable responses.
- Effectively facilitating the flow of information, ideas, and innovative practices.

Ability to:

- Analyze and evaluate complex administrative problems, evaluate programs, and recommend solutions.
- Present clear, complete, and logical oral and written reports.
- Manage multiple grants, projects and oversee the work of others.
- Establish and maintain effective working relationships with employees, governmental officials, representatives of private agencies, community groups and the public.

MINIMUM REQUIREMENTS

- Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting, or a related government field required; Master's Degree in Public Administration or related field (Preferred).
- A minimum of three (3) years of municipal government experience in a senior level capacity; minimum of two (2) years' experience as a Manager or Assistant City Manager (Preferred).
- Credentialed manager via ICMA (Preferred).
- An equivalent combination of education and experience may be considered.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic)
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.