

Job Description  
Town Manager  
Town of Canandaigua

**POSITION SUMMARY**

The Town Manager shall be the chief administrative officer of the Town and shall implement and administer all laws, town code, resolutions, and policies adopted by the Town Board and shall perform such other duties as may be required by the Town Board or law. The Town Manager shall be responsible to the Town Board and shall have the following powers and duties as defined in Town of Canandaigua, Town Code Chapter 58:

- A. Serve in a confidential and policy advisory position to the Town Board in connection with all town business and affairs.
- B. Research and provide to the Town Board such materials and information, including reports, as may be necessary to provide the Board with information upon which it can make decisions.
- C. Oversee and implement the Town's personnel policies in a fair and equitable fashion in accordance with applicable laws and regulations.
- D. Assist the Town Board in identifying its financial, personnel and material needs and problems.
- E. Undertake studies of Town needs and operations and make recommendations to the Board concerning the same.
- F. Conduct a continuing study of all functions and activities of the Town for purposes of devising ways and means of obtaining greater efficiency and economy.
- G. From time to time, make recommendation to the Town Board as to measures or programs which will improve the efficiency or economy of the Town government.
- H. Serve as a liaison to the Town's financial advisors.
- I. Keep abreast of available grants-in-aid from the other levels of government, pursue such revenue sources and make and follow through on all grant and aid applications and inquiries.
- J. Supervise the purchase of services, materials, supplies, equipment and letting of contracts.
- K. See that all inquiries by residents of the Town or other interested persons are referred to the appropriate Town official or department head for investigation or response.
- L. Coordinate communication from the Town to the public, updates to the Town's website and the issuance of media/press statements and written communications to the public.

- M. Attend the meetings of the Town Board, as needed, and assist in the preparation of the agenda of such meetings.
- N. Attend all regular and special Board meetings and participate in the same.
- O. Consult with and assist the Town Attorney in the preparation of any resolutions, ordinances or local laws requiring their services.
- P. Prepare suggested or recommended resolutions for Town Board action.
- Q. Make preliminary review of budget requests and make recommendation concerning them to the Town Board. May be appointed the Town Budget Officer by the Town Supervisor in accordance with NYS Town Law §103(2).
- R. Preliminarily review for Town Board action all invoices received by the town.
- S. Assist the Town Board in all billings and collections to the extent allowed by law.
- T. Make continuing review and reports to the Town Board of all existing and proposed capital projects.
- U. Make organizational studies using such techniques as work distribution, workflow charting, task analysis, random sampling, work measurement studies, statistical analysis and system analysis.
- V. Evaluate the effectiveness of operating programs in achieving organization objectives.
- W. Make recommendations to develop and maintain sound organization structures, to improve management methods and procedures and to the effective use of manpower, money and materials.
- X. Develop liaison and cooperative arrangements with other governmental bodies, with regional organizations, with local institutions and with private organizations; attend meetings of the Town Zoning Board of Appeals and Town Planning Board meetings as he may choose or as requested by the Town Board; and report pertinent matters to the Town Board.
- Y. Prepare for approval of the Town Board and other town agencies informational releases of significant action as well as other communications to town residents, the public or other public agencies where and when directed to by the Town Board.
- Z. Perform such other powers and duties as may be prescribed, modified or revoked from time to time by the Town Board by resolution.
- AA. Assume ultimate responsibility for assuring adequate staff support for all boards and committees, including the Planning Board, Zoning Board of Appeals, and Environmental Conservation Board, and those charged with implementation of the Comprehensive Plan.
- BB. Oversee all development office staff and procedures including: planning, zoning, code enforcement, economic development, and code updates as directed by Town Board.

## **ESSENTIAL JOB FUNCTIONS**

### **Town Board**

The Town Manager serves as the principal advisor to the five member Town Board, including the position of Town Supervisor, on a variety of technical and administrative issues regarding budget, funding, development of procedures for effective management, long-range planning, development of goals and appropriate programs and the establishment of open and candid public relations/awareness programs. Keeps Town Board informed of appropriate information and is responsible to the Town Board for the administration of all day to day town operations, applying extensive knowledge of a wide variety of Town government functions.

Develops and/or oversees development and implementation of town wide policies, regulations and procedures, and measures progress of town wide goals. Ensures that Town Code is enforced and that the provisions of all contracts, permits, and privileges granted by the Town are observed and actively managed. Supervises the adoption and implementation of the Comprehensive Plan, Land Development regulations and any amendments or revisions as directed by the Town Board.

Shall develop and recommend the annual budget calendar to the Town Board. May be appointed the Budget Officer, and shall either get ready or assist with the preparation and submission of the annual budget and capital program to the Town Board. Initiates programs and formulates short and long term strategic plans as needed to enhance the achievement of goals pertaining to all Town functions and services. This will often include approval of major expenditures and approval of budget proposals and amendments after being directed by the Town Board, in order to ensure the financial integrity of the Town. Reviews, evaluates and enhances the intergovernmental relationships and financial arrangements for the Town's best interest.

Works closely with the appropriate departments and financial advisors to analyze and forecast both current and future years' revenues and expenditures, including providing budget estimates with future years' revenue and cost projections as necessary. Ensures fiscal responsibility through oversight of the town-wide annual operating budget, and closely monitors compliance with Town Board approved capital improvement plan. Provides regular quarterly reports to the Town Board on the financial status of the operating budget and capital plan.

Reviews all items that come before the Town Board and makes recommendations on pertinent items to assure coordination of all functions of Town government. Ensures that all laws, acts, provisions or regulations as directed by the Town Board shall be executed faithfully.

Attends, takes part in discussions but does not have voting rights at all Town Board meetings. Attends other meetings including committee meetings, Planning, Zoning, or Environmental Conservation Board meetings as needed.

Performs or directs investigations, studies, and surveys as needed by the Town Board. Shall make such other reports as the Town Board may require concerning the operations of Town departments, offices, and agencies subject to the Town Manager's direction and supervision.

Fully advises and reports to the Town Board on administrative activities, the financial condition and future needs of the Town and makes such recommendations to the Town Board concerning the affairs of the Town as the Town Manager deems desirable or as requested by the Town Board.

Shall perform such other duties as are specified in the Town Charter or may be required by the Town Board.

## **SUPERVISE OPERATIONS**

Administers the day to day operations of the Town and provides administrative oversight of all Town Board appointed positions. Directly supervises the positions of: Assessor, Director of Development, Historian, Director of Parks and Recreation, Health Officer, Code Enforcement, Zoning Inspector, Planning Aide, Office Specialist, Clerk, and Finance Clerk. Provides Administrative support and budgetary financial oversight, on behalf of the Town Board; to the appointed positions of Registrar of Vital Statistics, Receiver of Taxes, Record Access Manager, and Water Superintendent.

As directed by the Town board, appoints, evaluates and provides training for those under his/her charge. When deemed necessary for the good of the Town, suspend or remove Town employees and appointed administrative officers pursuant to State Law, Town Law, and Town personnel policies after first receiving direction from the Town Board.

Makes recommendations for appointments and removal of relevant positions and memberships on committees to the Town Board.

Encourages an attitude of cooperation among staff which makes most efficient use of resources and results in a service orientation to the community.

## **COMMUNITY AND CUSTOMER SERVICE**

Meets with private citizens, civic groups, and business organizations to provide information on Town policies, programs and activities. Represents the Town on State, regional, local policy development or advisory committees as required or as necessary for the benefit of the Town.

Assures the prompt investigation of citizens' questions and/or complaints regarding the functions of departments or any function of the Town as appropriate.

Ensures the establishment of programs which maintain effective working relationships within the Town and with other governmental agencies and civic organizations.

Develops programs and mechanisms to enhance community relations by providing a high level of customer service and follow-up.

## **PREFERRED QUALIFICATIONS**

### **Education and Experience Requirement**

Master's degree in public administration or related. At least ten years participation and/or experience working with elected officials. Experience should include reporting directly to an elected board.

At least five years experience having a working knowledge of Town, County, and State codes and regulations. Extensive knowledge of municipal organization and functions and related federal, state, and local laws, rules and regulations and special programs.

Experience should also include progressively responsible experience in municipal management, or an equivalent combination of education and relevant management experience.

### **KNOWLEDGE, SKILLS, ABILITIES, EXPERIENCE REQUIRED**

- Extensive knowledge of the theory, principles and practices of public administration.
- Extensive knowledge of municipal organization and functions and related federal, state, and local laws, rules regulations and special programs.
- Ability to understand policy, and implement policy decisions as directed by the Town Board.
- Extensive experience should include general state or local government administration.
- Ability to write and understand town code, take directive from the Town Board as a whole and then execute those directives.
- Ability to understand general municipal regulations, land use planning, and have a solid understanding of budgetary principals.
- Ability to make recommendations to the Town Board regarding opportunities for efficiency improvements, and the evaluation of current programs.
- Ability to communicate with the general public.
- Ability to sustain operations and perspective of the governmental mission.
- Ability to formulate and implement sound clerical and fiscal policy and procedures.
- Ability to prepare and monitor a balanced budget.
- Ability to plan, direct, and coordinate the work of appointed employees.
- Ability to plan and prepare grants and monitor resultant programs and/or activity.
- Ability to express ideas effectively, orally and in writing.
- Ability to gain and retain effective working relationships with town employees, the Town Board, and other public officials and the community at large.
- Ability to manage capital expenditures and administrative budgets.
- Ability to sustain operations and perspective of the governmental mission.
- Must be a United States Citizen or eligible to work in the United States.
- Able to speak clearly and persuasively in positive or negative situations.
- Must have demonstrated experience in finance, budgeting, cost control, infrastructure, and maintain an efficient operation.

- Demonstrated experience in dealing with media, intergovernmental organizations, and the public.

#### **WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMAND:**

- May be required to work hours other than the regular Town Hall hours including nights, weekends, holidays, and emergency situations as needed.
- Physical Requirements: Tasks involve some unassisted lifting, carrying, pushing, and/or pulling of moderately heavy objects up to 25 pounds. Tasks involve stooping, kneeling, crouching, crawling, climbing, and balancing. Tasks may involve extended periods of time at a keyboard, with extended periods of visual concentration.
- Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of documentation, accounts, and reports.
- Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions. Includes considerable public relations activities. Must communicate efficiently and effectively in Standard English.
- Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and town administration operations that range from moderate to complex levels.
- Intelligence: Requires the ability to analyze and interpret problems, and draw valid conclusions in task processing and prioritization. Requires the ability to coordinate accurate completion of multiple tasks within established time frames, i.e., moderate to long range planning principles and techniques.
- Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; interpret graphs.
- Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.
- Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and compiling data, in operating modern office equipment, and in manipulating field equipment.
- Interpersonal Temperament: Requires the ability to work with people from a variety of departments in both giving and receiving instructions. Requires the ability to apply consistent tact and courtesy in frequent public contact. Must be able to perform under stress of deadlines.
- Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging information by means of spoken words; hearing: perceiving nature of sounds by ear).
- Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, e.g., direct, cold, rain, fumes.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability. This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, the Town Board reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment. The Town of Canandaigua is an equal opportunity employer.