

# ASSISTANT TOWN MANAGER

## DEFINITION

This key management position is responsible for highly professional, administrative, and supervisory work. This position assists the Town Manager in a wide range of functional areas and initiatives while leading the development of policies and procedures. This position performs related work as situations dictate.

## ESSENTIAL FUNCTIONS

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

- Suggests new and improved approaches to the efficient and effective delivery of town services. Works on special projects as required. Coordinates all matters under the jurisdiction of the Town Manager that are not specifically assigned to some other person or office. May act on behalf of the Town Manager in his/her absence.
- Establishes policies, procedures, and standards, as necessary, in support of the Town Council strategic plan. Provides control over various ongoing projects, activities, and programs. Prepares preliminary analysis of monthly, quarterly, and annual accomplishments relative to predetermined objectives. Coordinates interdepartmental activities.
- In concert with the Town Manager, develops policy proposals and participates in the development of policy, guidelines, rules, and procedures.
- Works to solve problems, mediate disputes, and deal with issues of concern to the Council and Town Manager.
- Assists the Town Manager in the development of the annual operating budgets; reviews annual departmental budget submittals, performs analysis of budgets and makes recommendations for the Town Manager's review.
- Oversees property and liability insurance programs, including requesting funds from Insurance Reserve Fund.
- Oversees and may perform various administrative tasks such as processing invoices, working with accountant and auditor as needed.
- Investigate and prepare grants for the town. If awarded, serve as grant manager and be responsible for reporting and monitoring as required.
- Establishes relationships with Local, state and federal organizations which support Town's goals and objectives

**EDUCATION AND EXPERIENCE**

Bachelor's degree in Public or Business Administration, or a closely related field, and five (5) to seven (7) years of progressively responsible experience; or any equivalent combination of education, training, and experience.

**KNOWLEDGE, ABILITY, AND SKILLS**

Knowledge: In-depth knowledge of municipal operations and budgets. Comprehensive knowledge of the functions of municipal government and the local legislative process; Knowledge of federal and state agency operations, town by-laws, and state laws. Expert knowledge of the principles of public management, budgeting, accounting, finance, and collective bargaining. Working knowledge of Massachusetts public procurement, public records, open meeting, and ethics laws.

Abilities: Ability to interpret rules, by-laws, and regulations; ability to establish and maintain effective working

**HOW TO APPLY**

Submit a letter of interest, resume, and three references to [cheryl@townofatlanticbeachsc.com](mailto:cheryl@townofatlanticbeachsc.com).

**APPLICANTS WILL BE ACCEPTED UNTIL APRIL 25, 2025.**