

**TOWN OF COLCHESTER  
JOB DESCRIPTION**

**Position:** Deputy Town Manager

**Reports to:** Town Manager

**Department:** Manager's Office

**Classification:** Exempt

**Job Function:** The Deputy Town Manager provides day-to-day oversight of the general operations and functions of the Town government; assists the Manager with special projects and assures the continuity of all services. This position provides support to the Town Manager in any capacity he/she may request. In addition, the Deputy Town Manager represents and is responsible for the Town during the Town Manager's absence.

**Position Attributes:** The Deputy Town Manager shall utilize their supervisory, communication, motivational, educational and evaluation skills to provide a working environment that supports continual improvement of personnel and systems, self-esteem, and accountability. Operating with a high level of trust, the Deputy identifies areas for improvement of local government; outlines with personnel the process of attaining improvements and provides support for same. This position requires the ability to achieve both short and long-term goals by working closely with employees and customers.

**Essential Functions: cross four areas as noted below:**

***General Management:***

- Able to take charge in the absence of the Town Manager per the Town Charter and State Law, working with the Manager and Selectboard to provide uninterrupted services in these instances.
- Provide day-to-day oversight of local government operations.
- Evaluate, plan, implement, coordinate, and monitor identified or assigned actions or activities.
- Research identified or assigned organizational issues.
- Keep Manager informed, in writing and/or verbally and in a timely manner, of issues that are or could be safety related, in the media, or of interest to the Selectboard.
- Represent the Manager as requested at various Town functions and activities.
- Develop Selectboard and internal policies and procedures proposals with consideration for efficient operations, inclusiveness, and accountability.
- Serve as a liaison between Town staff and attorneys as assigned.
- Oversight of internal service and external departments as required.
- Maintain and update personnel policies with the assistance of the Human Resources Manager.
- Represent and assist departments in implementation of Town-wide multi-department responsibilities.
- Coordinate safety and general employee training with external resources, department heads, and the Human Resources Director
- Assist with government and private sector grant acquisition
- Field, review, and respond to customer complaints that rise to the Manager's office

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### ***Business Management:***

- Draft requests for bids, quotes, or proposals for services and benefits including: health insurance brokerage, professional services, and ancillary benefits.
- Develop and cost out proposals for labor negotiations.
- Responsible for procuring insurance and for risk avoidance
- Draft and edit contracts, and work with attorney to review drafts as appropriate.
- Perform qualitative and quantitative analysis on quotes, bids, and proposals.
- Advise departments on purchases and Purchasing Policy implementation.
- Coordinate resources across departments.
- Review and advise on departmental service fees.
- Implement employee benefits through the Human Resource Director.
- Review and approve departmental grant applications. Assure that tracking, billing, and responsibilities are being addressed by departments or, if agreed to, by finance staff.

### ***Budgeting:***

- Jointly develop the Town-wide Capital Plan and Budget, in conjunction with the Department of Public Works with specific responsibility for Town-wide coordination and public safety capital items
- Develop budget timeline and assure delivery. Develop budget public information.
- In close coordination with the Manager, work with department heads on budget development, using analytical skills and judgment to appropriate limited resources. (This work is done in conjunction with the Finance Department which develops the human resources side of the budget, and departments, which develop external departmental costs)
- Develop Manager's department budget.
- Review monthly financials, present financial information developed by the finance office to the Selectboard.
- Work with departments to meet and adjust budgets as necessary over the course of the year and at year-end, including proposals to the Selectboard as needed to comply with charter requirements.

### ***Information:***

- Coordinate Town public communications including: news media, website, social media.
- Oversee Town Report, Budget, and Town Meeting Day public information development and publication
- Serve as final editor for key external communications
- Oversee and proof Selectboard packets, take notes and review minutes of Selectboard Meetings.
- Facilitate internal communications to and among employees.

### ***Knowledge, Skills, and Abilities:***

- Bachelor's Degree in a related field.
- Strong understanding of municipal services and requirement of services, supplies, and employees necessary for their provision.
- Ability to apply business principles in a government setting.
- Ability to complete detailed and accurate work without supervision.

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- Excellent communication skills, including written and public speaking.
- Strong interpersonal skills.
- Demonstrated leadership and mentoring skills.
- Computer proficiency - especially Word, Excel, and PowerPoint; familiarity with management of information technology.
- Personnel management across multiple employee groups.
- Budgeting experience.
- Skilled in organization, planning, evaluation, and implementation of services and programs.
- Ability to anticipate issues before they occur or escalate and the ability to address and resolve problems.
- Consensus building.

### Physical Requirements:

These are physical and mental requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental requirements will not automatically disqualify a candidate or employee from the position. Upon request for a reasonable accommodation, the organization may be able to adjust or excuse one or more of these requirements, depending on the requirement, the essential functions to which it relates, and the proposed accommodation.

<input checked="" type="checkbox"/> Seeing	<input type="checkbox"/> Ability to Move Distances	<input type="checkbox"/> Lifting (specify)
<input type="checkbox"/> Color Perception	<input type="checkbox"/> Within and Between	<input type="checkbox"/> Pounds
<input checked="" type="checkbox"/> Hearing/Listening	<input type="checkbox"/> Facilities/Offices	<input type="checkbox"/> Carrying (specify)
<input checked="" type="checkbox"/> Clear Speech	<input type="checkbox"/> Climbing	<input type="checkbox"/> Pounds
<input checked="" type="checkbox"/> Touching	<input type="checkbox"/> Ability to Mount and	<input type="checkbox"/> Driving (local/over
<input checked="" type="checkbox"/> Dexterity	<input type="checkbox"/> Dismount Equipment	<input type="checkbox"/> the road)
<input checked="" type="checkbox"/> Hand	<input type="checkbox"/> Pushing/Pulling	Other _____
<input type="checkbox"/> Finger	<input checked="" type="checkbox"/> Typing	_____
<input checked="" type="checkbox"/> Standing		_____
<input checked="" type="checkbox"/> Sitting		

### Mental Reasoning Requirements:

<input type="checkbox"/> Reading - Simple	<input checked="" type="checkbox"/> Writing-Complex	<input checked="" type="checkbox"/> Analysis/Comprehension
<input checked="" type="checkbox"/> Reading – Complex	<input type="checkbox"/> Clerical	<input checked="" type="checkbox"/> Judgment/Decision Making
<input type="checkbox"/> Writing – Simple	<input type="checkbox"/> Basic Math Skills	<input checked="" type="checkbox"/> Stress

### Work Environment:

<input type="checkbox"/> Shift Work	<input type="checkbox"/> Outside	<input type="checkbox"/> Pressurized Equipment
<input type="checkbox"/> Works Alone	<input type="checkbox"/> Extreme Heat	<input type="checkbox"/> Moving Objects
<input checked="" type="checkbox"/> Works with Others	<input type="checkbox"/> Extreme Cold	<input type="checkbox"/> High Places
<input checked="" type="checkbox"/> Verbal Contact w/Others	<input type="checkbox"/> Noise	<input type="checkbox"/> Fumes/Odors
<input checked="" type="checkbox"/> Face-to-Face Contact	<input type="checkbox"/> Mechanical Equipment	<input type="checkbox"/> Hazardous Materials
<input checked="" type="checkbox"/> Inside	<input type="checkbox"/> Electrical Equipment	<input type="checkbox"/> Dirt Dust

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skills required of all personnel to be classified. Nothing in this job description should be construed as a promise of employment at a particular level or for any particular time frame. This position is an “at will” position. The Town of Colchester reserves the right to determine, in its sole discretion, which functions are performed by which employees and to make changes to functions or responsibilities at any time, with notice to employees of such changes.