

Position Description Town of Whiteland

Position title:	Town Manager	Job Classification	Exempt
Department:	Administration	Position Type	Full Time
Work schedule:			
Salary Range	Up to \$95,000	Supervisor	Whiteland Town Council
Job Purpose	The Town Council may employ a Town Manager or Director of Administration and/or Director of Operations to administer the town government, each to serve at the pleasure of the Town Council, and may fix the compensation of the Town Manager, Director of Administration, and Director of Operations, under the budget and appropriation authority of the Town Council as a salaried employee.		

DUTIES AND RESPONSIBILITIES

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook.
- Adhere to strict confidentiality and highest ethical standards.
- Shall attend the meetings of the Town Council, Redevelopment Commission, Parks & Recreation Board, Economic Development Commission and Redevelopment Authority, and any other meetings the Town Manager deems appropriate and recommend actions he or she considers advisable.
- Oversees capital improvement and capital asset plans
- Implements the Town's Comprehensive Plan and markets the Town of Whiteland to perspective residential, commercial and industrial developments.
- Supervises the operation of about 50 employees in the sewer, water, storm water utility, street, planning and fire departments. Considers and adjudicates, with the recommendations of the department head, any disciplinary charges against an employee of a department.
- Hires all employees, except for employees of the Police Department, employees of the Clerk-Treasurer's Office and the utility billing and collections employees of the town in accordance with the salary ordinances and standards fixed by the Town Council
- Suspends, discharges, removes or transfers any town employee, except for employees of the Police Department, employees of the Clerk-Treasurer's Office, the utility billing and collections employees, if necessary for the welfare of the town.
- Administers and enforce all town ordinances, orders and/or resolutions of the Town Council.
- Oversee that all statutes that are required to be administered by the Town Council or by a town official subject to the control of the Town Council are faithfully administered.
- Oversee the town budget totaling over \$6.5 million, ensure all departments prepare their respective estimates, and submit said estimates to the Town Council for review, consideration, and passage.
- Executes contracts on behalf of the town for materials, supplies, services or improvements, after completion of the appropriation, notice, and competitive bidding as required by statute.
- Represents that Town of Whiteland within Johnson County and State of Indiana.
- May receive service of summons on behalf of the town.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Qualifications include:

- Experience helping a community grow and develop
- Ability to translate the Town vision and goals into action plans; as well as the ability to research, evaluate, and recommend actions to the Town Council
- A well-rounded background with an understanding of municipal government operations covering many of the following areas: supervisory management, infrastructure maintenance and development, financial management and budgeting, general knowledge of planning and land development, as well as creating collaborative initiatives with the State and County to promote economic development and plan for capital improvement projects.
- Superior communication, leadership, and organizational skills
- Strong financial management and budgeting skills.
- Management of capital improvement
- Productive and results-oriented
- Focused and intent on follow-through
- The ability to work on a wide variety of projects and issues at the same time
- Effectively collaborate and work with Town's Elected Officials
- Ability to think strategically and innovatively
- Ability to facilitate open discussions with partners and the community.

Terms of Employment for this position are to maintain the policies and procedures outlined in the Town of Whiteland Employee Handbook.

Performance evaluations for this position will be on an annual basis in accordance with Town Council provisions.

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position. The Town of Whiteland is an "at will" employer and has the right to terminate the employment relationship at any time.	
	Employee Signature:
	Date:
Approved By:	