



Town of Monson

10 Tenney Hill ~ Road PO Box 308 ~ Monson, Maine 04464-0308

Tel: (207) 997-3641 Fax: (207) 997-3785

Overview

The town of Monson seeks an energetic, forward looking, and solution oriented individual to fill the position of town manager. With 680 year round and 1200 seasonal residents, the town has undergone a period of growth in recent years, with major investments facilitating a period of economic growth anchored by four season outdoor recreational opportunities and a burgeoning arts scene. The town manager plays an essential role in harnessing the opportunity at hand while ensuring government services continue to be provided consistently, efficiently and with the warmth and welcoming nature of our community.

Job description

The town manager is the Chief Executive Officer of the town, managing day to day operations and overseeing municipal staff. The position is outward facing and responsible for achieving results through interaction with the public. The work environment is relatively unpredictable and requires the ability to manage many projects at once. Although governed by policies, the Manager must frequently act without precedent.

Supervised by a three-member Selectboard, the Town Manager has broad responsibility in developing and overseeing the Town budget, financial planning and management, personnel administration, facility management, procurement, public works, community development, grant administration, and public relations.

This position may require working long hours and frequently requires attendance at night meetings. Work is performed under typical office conditions and requires the ability to operate a computer, automobile and standard office equipment.

Responsibilities

- Maintain the administrative organization of the Town to ensure efficiency of operation.
- Oversee the accounting of all monies of the Town.
- Present bimonthly financial reports to Selectboard.
- Prepare and propose annual budget and work program in conjunction with the Selectboard and relevant committees.
- Prepare annual Town Report.
- Appoint, with Selectboard approval, all department heads and supervise their performance on an ongoing basis.

A Town Where Friendliness Is More Than Just A Word



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- Direct involvement in the hiring, evaluating, promoting, and disciplining of employees and establishment of procedures for others to follow in such matters.
- Identify service and policy needs of town and bring to the attention of the Selectboard with recommendations for action.
- Maintain sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.
- Coordinate departmental activities, and set attainable goals for all municipal departments.
- Serve as purchasing agent for all municipal departments, and oversee the bid process on major purchases.
- Supervise all public Town buildings, and ensure repairs thereon.
- Serve as Road Commissioner, Tax Collector and Treasurer.
- Oversee and administer the municipal fire department.
- Prepare tax bills, collect all delinquent taxes due the Town and perform all the duties now conferred by law upon the collector of delinquent taxes.
- Maintain contact with the public by handling suggestions, complaints and information requests.
- Attend meetings of the Selectboard, prepare its agendas, provide supporting documents and information pertinent to agenda items, and carry out directives of the Selectboard.
- Attend various meetings on behalf of the Town, interact with municipal committees and perform related work as required.
- Serve as ex-officio members of committees and associations, including but not limited to the Monson Business Association and Piscataquis County Economic Development Council.
- Prepare federal and State grant requests and administer grant programs.
- Coordinate the activities of all Town departments and foster communication and collaboration with independently elected Town officers.
- Serve as the primary contact with the Town attorney. Coordinate communications between the Selectboard, counsels and any relevant boards and commissions.
- Develop new program directions and needs, identify resources to accomplish programs, and recommend action to the Selectboard.
- Develop systems and procedures to implement the policy decisions of the Selectboard, and execute its decisions.

Requirements of Work:

- Substantial knowledge of municipal management, understanding community needs, issues and creativity in finding potential solutions in accordance with policies/practices, bylaws/ordinances, etc.
- Thorough knowledge of budgeting, financial accounting, administration and reporting.

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- Thorough knowledge of municipal programs and decision-making processes.
- Working knowledge of State and federal programs.
- Strong command presence and demonstrated leadership, management and analytical skills.
- Ability to communicate effectively orally and in writing.
- Ability to listen to others and possess conflict resolution skills.
- Ability to direct and supervise others, delegate responsibilities and supervise and evaluate staff.
- Ability to organize and use time effectively and handle several significant responsibilities.
- Ability to give and accept constructive criticism.
- Knowledge of road maintenance.
- Be goal-minded and possess a self-starting drive to get things done, frequently through other people.
- Be positive and direct in striving to achieve results, but must at times be able to motivate others to act through persuasiveness and the generation of enthusiasm.
- Ability to act independently and without precedent in the face of problems.
- Have strong written, verbal, public presentation, facilitation and consensus building skills. Ability to communicate effectively orally and in writing with the Selectboard, Town officers and employees, the media, and the public at-large.
- Have demonstrated the ability to work effectively with elected and appointed officials while managing and directing municipal government operations.
- Have demonstrated success with capital projects planning, funding and implementation.
- Demonstrated success in organizing, structuring municipal operations to deliver high quality and responsive community services.
- Knowledge of computers and computerized accounting, communications, and other applications. (Microsoft Office, e-mail, TRIO, WordPress/web design, Facebook, and ability to manipulate digital files, etc.)
- Ability to write and administer grants.

Qualifications

- A degree in public administration, business management, or related field. Master's degree preferred.
- 3+ years of municipal government/management or equivalent experience preferred.
- Equivalent additional experience in municipal management may be substituted for the degree.
- Valid US driver's license.

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