

## Oxford Town Manager

General Job Description and Responsibilities for the position of Town Manager, as authorized in the Oxford Town Charter Section C7-3 Town Manager.

The Town Manager is responsible for the implementation of all policy set by the Commissioners of Oxford, and directs and manages all operations of the Town under general direction from the Commissioners, including management and oversight of all departments and functions, direct supervisor of the administrative office, including all financial and planning and zoning functions, liaison to all appointed boards and special/grant projects manager. Essential job functions include the following:

- ◆ Directs and manages the operations of the Town: provides direction to functions falling under the authority of the Town Commissioners; in coordination with the Commissioners, supervises department heads and administrative staff; hires, trains, evaluates performance, and disciplines personnel and oversees this process for all employees through department heads; establishes policies and procedures for the overall Town functions; oversees and participates in the resolution of inquiries and complaints from the public and other organizations; and establishes, monitors and evaluates progress towards goals and objectives of the administration, as established by the Town Commissioners.
- ◆ Serves as a liaison between the Town Staff and Town appointed Boards and the Commissioners: attends all meetings of the Town Commissioners; briefs Commissioners on pending agenda items and other Town issues; responds to inquiries and provides Commissioners with information on the status of Town operations and projects; provides analysis as needed to assist the Commissioners to make informed policy decisions; prepares or directs preparation of meeting agendas, notes and minutes; and provides administrative support to the Commissioners as needed.
- ◆ Oversees operations of departments: serves as a liaison, in coordination with department heads, keeping the Commissioners apprised on departmental activities; assists departments with resolution of problems requiring the attention of Town management; monitors and evaluates progress of departments towards the goals and objectives of the Commissioners.
- ◆ Facilitates problem solving at all levels in the organization: works with department heads and employees to ensure effective coordination and cooperation among departments; coordinates the continuous review of interdepartmental processes for quality control and improvement; responds to inquiries from the public regarding issues unresolved at the departmental level.
- ◆ As supervisor of the Clerk/Treasurer, assures all responsibilities assigned to the Clerk/Treasurer are met and reviews processes monthly. Responsible for reconciliation of all accounts within the Clerk/Treasurers purview.
- ◆ In coordination with the Clerk/Treasurer performs financial and managerial analyses for the Commissioners pertaining to Town operations and programs under consideration: gathers information relevant to topic; evaluates data and makes recommendations based on findings; prepares reports; and makes presentations to the Commissioners and other interested parties.
- ◆ In coordination with the Clerk/Treasurer responsible for oversight of the preparation of the annual budget; reviews departmental budget requests for inclusion in the administrative

recommendation to the Commissioners, including the development and implementation of the Town's Capital Improvement Plan; coordinates the scheduling of budget meetings and hearings; and ensures compliance with all legal and procedural requirements.

- ◆ Coordinates special projects for the Town, including the planning, design, implementation, and evaluation of construction/renovation projects, management studies, introduction of new programs, and various professional services: defines the scope of the project; identifies and ensures proper allocation of financial, material, and human resources committed to the project; formulates solutions and resolves problems; facilitates implementation of the project; and provides administrative support to the project as needed.
- ◆ Oversees professional contractors and/or consultants providing services for Town projects: participates in the evaluation and selection of contractors/consultants; interfaces with and monitors the contractors/consultants to ensure timely and quality completion of project; facilitates cooperation with the project throughout the organization; and provides information and support as needed.
- ◆ Responsible for professional and administrative work in researching, identifying, developing, and responding to public and private grant opportunities in support of the Town, including preparation submission of proposals and grant applications, implementation and management of grant funded projects and grant funding administration.
- ◆ Responsible for oversight of all municipal planning functions as performed by the Planning and Zoning Coordinator.
- ◆ Assists the Commissioners with strategic and long-range planning for the Town, including Comprehensive Plan updates based on state regulations; participates in planning efforts at the local and regional level; keeps Commissioners apprised of developments at the county, state and federal level that impact the Town; monitors pending legislation for impact on the Town; oversees compliance with new legislation.
- ◆ Responsible for continual review of all Town procedural and planning documents and ordinances with regards to current application and appropriateness, along with changing state and federal regulations, and when necessary, coordination with appropriate, staff, boards, or commissions to draft revisions, and provide council to the Commissioners regarding adoption of such.
- ◆ Responsible for public outreach through multiple methods, including the preparation and distribution of quarterly newsletters, posting of government and community-oriented notices, and updating of Town website.
- ◆ Responsible for all aspects of preparing the community for the environmental impacts of Climate Change, including Sea Level Rise, steering short-term and long-term planning, developing and managing project implementation, and promoting public outreach/education.
- ◆ Represents the Commissioners and the Town at various meetings, functions, and events; serves as a liaison to various civic or governmental organizations and committees, taskforces, boards, and commissions; confers regularly with officials from the authorities, and commissions; provides information about Town operations; participates in discussions and decisions; and keeps the Commissioners apprised of activities.

## General Requirements:

- Understanding of administrative organizations, design, and evaluation.
- Knowledge of municipal management and community interaction.
- Knowledge of financial administration and the design of financial accounting and reporting systems.
- Knowledge of the principles of public personnel administration, human resources administration, and public labor relations.
- Knowledge of Microsoft Office Products, Intuit QuickBooks and Utility Billing Software
- Knowledge of payroll accounting principles and practices, payroll calculations and processing, applicable local, state, and federal payroll laws.
- Knowledge of and ability to manage computer infrastructure, hardware, and software.
- Knowledge of municipal government programs and decision-making processes.
- Knowledge of state and federal policies and programs.
- Knowledge of and ability to analyze and interpret laws, ordinances, rules, and regulations.
- Basic knowledge of public works/water/sewer operations.
- Knowledge of planning and zoning, subdivision, stormwater, critical areas, and floodplain statutes.
- Knowledge of the principles and practices of municipal land use planning, design and development.
- Knowledge of and the ability to read surveys, site plans, and construction blue prints.
- Knowledge of and the ability to perform land record searches, title searches, and advise on county filing procedures.
- Knowledge of Floodplain Management, to include FEMA programs and grants.
- Knowledge of Coastal community issues in the face of Sea Level Rise.
- Knowledge of Stormwater Management and Flooding Mitigation.
- Knowledge of grant development and writing; budget development and grant administration.
- Able to manage professionals and consultants in the implementation of projects.
- Able to communicate effectively orally and in writing, to listen to others and possess conflict resolution skills, to direct and supervise others and to delegate, to organize and use time effectively, and to give and accept constructive criticism.
- Able to act independently and without precedent in the face of problems.
- Must be goal oriented; possess a self-starting drive to get things done, able to react quickly to changing situations; be positive and direct in striving to achieve results, and at times must be able to motivate others to act through persuasiveness and the generation of enthusiasm.

**Job posted April 1, 2024 – Interviews will start May 1, 2024 – Position open until filled.**

**Town Manager Estimated Salary Range: \$90,000.00 - \$110,000.00 per year**

**Salary commensurate with experience**

**Employee Benefits:**

- **Health/Dental/Vision insurance**
- **Health Reimbursement Account**
- **Life insurance**
- **Vacation and Sick**
- **401(k)**
- **Maryland State Retirement Program**

**In accordance with applicable federal, state, and local law, the Town of Oxford shall not discriminate against any person in recruitment, appointment, training, promotion, retention, or any other personnel action because of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.**