



## East Hampton, Connecticut Profile

Land Area (sq. miles)	36	<b>2011-2012 Budget</b>			
Population	13,000	Property Taxes (current)	28,107,513S	% of Debt Service to Expend.	3.2%
Over 65	1,289	Grants, Other Revenue	9,656,778	% Fund Balance to Budget	11.5%
Median Age	32	Total Revenues	\$37,764,291	Per Capita Debt	\$542
Miles of Town Roads	91	Education	26,212,002	Industry Sectors:	
Households	4,734	Administrative & Finance	3,426,250	Agriculture	3.6%
Median HH Inc	\$78,135	Public Safety	2,104,091	Construction and mining	26.7%
Housing Units	5,229	Health & Human Services	382,024	Manufacturing	7.5%
Median Price	\$257,500	Public Works	2,022,958	Trans. and Utilities	3.6%
School Enrollment	1,946	Regulatory	369,151	Trade	18.6%
Number of Town Employees	90	Culture & Recreation	952,017	Finance, Ins. & Real Estate	6.5%
Number of BOE Employees	318	Total Expenditures	37,764,291	Services	7.4%
Net Grand List 10/10	\$1,114,684,030	Fund Balance 6/30/11	4,350,654	Government	3.8%

# Town Manager Job Description

## PURPOSES OF THE POSITION

The **Town Manager**, under the supervision of the Town Council, shall ensure that:

- Town resources are utilized effectively and efficiently to attain or maintain the highest practicable level of service on behalf of town residents, consistent with the current town budget
- Town activities are conducted in accordance with the Town Charter, Ordinances, federal, state and local laws, regulations, codes, policies and procedures, and with accepted professional standards and principles that apply to employees providing said services, and
- The approved budget is managed in accordance with established fiscal protocols.

## DELEGATION OF AUTHORITY

- The **Town Manager** is given the authority, responsibility, and accountability by the Town Charter necessary for carrying out his or her assigned duties.

## MAJOR DUTIES AND RESPONSIBILITIES

- The **Town Manager** shall assume responsibility for satisfactorily performing Administrative, Personnel (Human Resources/Labor Relations), Planning, Financial Management, including the acquisition of federal, state and private grant funding, and community outreach activities. Following are examples of some of those responsibilities in each area. Please note that there will be other duties as assigned.

## **Administrative Activities**

- Supervises/manages functions in all Town Departments, with the exception of Schools/Education.
- Confers with the Town Council concerning budgetary issues, as necessary.
- Annually reviews the Town Hall organizational structure to ensure the continued efficient provision of quality services.
- Ensures that current, accurate records are maintained in each Department; submits requested reports to the Town Council.
- Demonstrates a commitment to the provision of quality services on behalf of Town residents and personnel.
- In conjunction with the Town Council, develops, maintains, and periodically assesses the need for new and/or revised policies, procedures and related forms for each Town Department.
- Explains and/or clarifies Town policies and procedures to Department Heads and other personnel and Town residents as requested or as necessary.
- Ensures the development and maintenance of collaborative relationships with all Town Departments.
- Treats employees fairly, with dignity and respect.
- Completes and dates required reports, forms, evaluations, studies, etc., and enters information in records, reports, and other required documents in a clear, concise, pertinent, accurate, objective and timely manner.
- Develops, implements, and maintains, in conjunction with the Town Council and Department Heads, an ongoing Quality Improvement Plan for the Town which shall include:
  - identification and monitoring of indicators of quality services and activities
  - evaluation component which shall include representation from Town residents and all Town Departments' assessments and analysis of performance, and
  - changes and improvements based upon a written improvement plan for each Department.
- Works independently and cooperatively with Town personnel and the Town Council to achieve goals and objectives.
- Has the capacity to instill a team building approach among Town employees to solve problems and enhance services to Town residents.
- Demonstrates an ability to consistently exercise appropriate judgment.
- Develops contractual agreements with providers, consultants, and other entities; consults with the Town Council prior to finalizing agreements, as necessary.

## **Personnel (Human Resources/Labor Relations) Activities**

In accordance with Federal and State Laws and Regulations, as well as the Town of East Hampton's established Human Resources policies and procedures, the Town Manager:

- Interviews applicants for positions the **Town Manager** shall directly supervise; makes hiring decisions. Review and make hiring decisions of other applicants, as recommended by Department Heads.

- Ensures the confidentiality of all employee information.
- Directly supervises Department Heads and other personnel as required. Completes required performance evaluations after reviewing performance, attendance, tardiness, and all other relevant information.
- Is responsible for administering all policies and procedures in a fair and equitable manner.
- Ensures that Department Heads establish and maintain necessary and adequate filing systems and that personnel record information is kept in accordance with federal and state laws and regulations and Town Personnel policies and procedures.
- Reviews and manages (or assigns an appropriate third party to do so when necessary) the resolution of complaints and grievances made or filed by personnel.
- Responds to the complaint or grievance in accordance with Personnel policies and procedures.

## **Financial Management Activities**

- Works closely with the Director of Finance to ensure that complete and accurate records of the Town's financial status, controls, transactions, and administrative activity are maintained and reasonably available as required by law.
- Works with the Town Council, Board of Finance, and Superintendent of Schools to assist in drafting and finalizing proposed annual budgets to be voted upon by Town voters and property owners.
- Prepares, in conjunction with the Director of Finance, Board of Finance, and Town Council, a long-range financial management plan.
- Works with the Director of Finance to prepare and render reports to the Town Council and Board of Finance as required or requested.
- Ensures that all necessary and approved supplies, materials, equipment and other commodities (with the exception of the Board of Education, unless specifically requested by said Board), are purchased in accordance with statutes, regulations, policies and procedures.
- Manages or provides for the management of all Town real estate and personal property; maintains a full and complete inventory of all property including that under the jurisdiction of the Board of Education; manages or provides for the management of the rental and use of all Town facilities and property except under the control of the Board of Education.
- Applies for and administers federal, state and private foundation grant funding; works with elected State Representatives and Senators on state funding, reimbursement or grant opportunities important to the Town.

## **Planning Activities**

- Initiates, coordinates, and implements short-term and long-range planning in conjunction with Department Heads, Town Council, and other relevant Boards and Commissions as well as Town residents, which shall include future physical plant considerations.
- Works with the Town Council and relevant Boards and Commissions, and residents to coordinate efforts to address:

- economic development activities intended to assist existing local businesses; increase Town revenue by promoting **planned** development activities for the Village Center and Route 66 corridor in conjunction with the Economic Development Commission and Planning and Zoning Board.
- a master facilities plan, and the preservation of natural resources in conjunction with relevant Boards and Commissions for the benefit of residents.
- Represents the Town in regional, state and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities available to the Town.

## **Community Outreach Activities**

- Serves as Town spokesperson in meetings with the news media, social, civic, or cultural organizations.
- Interacts with the public on a regular basis to keep residents informed of Town policies and procedures.
- Oversees the preparation, publication, and distribution of the Annual Town Report.
- Interacts with members of Town Boards, Commissions, Fire and Ambulance Departments to actively engage and promote volunteer participation in the overall operation of Town government.
- Encourages citizen feedback, in conjunction with the Town Council, to conduct periodic public meetings to listen to citizens, recommendations for enhancing Town government, and encouraging voter turnout in elections and referendums.

## **EDUCATIONAL AND EXPERIENCE REQUIREMENTS**

- Possess, as a minimum, a Bachelor's Degree in Public Administration or related field. A Master's Degree in Public Administration or related field is preferred.
- Have at least five (5) years of municipal management experience as a Town/City Manager or Assistant.
- Possess a current, unencumbered Connecticut driver's license.
- In addition, the applicant shall possess skills, knowledge and/or direct experience in:
  - Effectively managing, motivating, and evaluating personnel
  - Activities involving economic development and redevelopment, growth issues, capital improvements, regionalization, grants, waste water and facilities, etc.
  - Working collaboratively with Boards, Commissions, and the general public
  - Setting and attaining detailed objectives
  - Demonstrating strong organizational skills
  - Team building activities among and with Town Departments and personnel.

## **SPECIFIC REQUIREMENTS**

The **Town Manager** shall:

- Be able to read, write, speak and comprehend the English language
- Be computer literate and have knowledge of Microsoft Office software products
- Use the Internet and E-Mail solely for work related activities and for research and communication
- Understand the importance of providing pertinent and timely communications on the Town Website to share information and to promote the Town of East Hampton
- Possess the ability to effectively work with personnel, Boards, and Commissions, government officials, and the general public
- Demonstrate effective listening skills, diplomacy, flexibility, tact, patience and enthusiasm
- Possess the ability to make independent decisions when circumstances warrant such action
- Possess the ability to work harmoniously with professional and non-professional personnel,
- Be willing to seek out new methods and principles and incorporate them into existing practices.
- At the time of his or her appointment, the **Town Manager** need not be a resident of the Town of East Hampton, but within one (1) year of the commencement of his or her term as **Town Manager**, he or she shall establish and maintain residence in the Town.

*The Town of East Hampton is an equal opportunity employer.*

# Town Manager

Per the Town of East Hampton Town Charter  
(Effective November 6, 1973 / Amended November 3, 1987)

## **CHAPTER III. TOWN MANAGER**

### ***Section 3.1***

SELECTION. The town manager shall be chosen by the council exclusively on the basis of his administrative qualifications, character and experience. He shall be the chief executive officer and chief administrative officer of the town. At the time of his appointment the town manager need not be a resident of the town of East Hampton, but within one year of the commencement of his term as town manager he shall establish and maintain residence in the town.

### ***Section 3.2***

DUTIES OF TOWN MANAGER: The town manager shall be directly responsible to the council for the administration of all offices and agencies in charge of persons appointed by him, including responsibility for hiring necessary employees therefore, and for his own office, and shall supervise and direct same. The town manager shall keep full and complete records of the doings of his office and it shall be his duty to make periodic reports to the council and to attend their meetings with full right of participation in their discussions; to recommend to the council such measures as he shall deem necessary or expedient; to keep or cause to be kept complete books of account showing the financial condition and financial transactions of the town including accounts of all funds and appropriations and such other accounts and records, not specifically required by law to be kept by other offices, as may be prescribed by the council; to purchase or cause to be purchased, subject to such rules and regulations as shall be prescribed by the council, all supplies, materials, equipment, and other commodities required by any office or agency of the town, except the Board of Education unless specifically requested by said Board; to keep the council fully advised as to the financial condition of the town; to prepare job descriptions and employment contracts subject to the approval of the council; to assist the council and the Board of Finance in the preparation of an annual budget; to prepare and cause to be printed as soon as practicable after the close of each fiscal year a town report; and to exercise such other powers and duties as may be imposed on him by ordinance or resolution by the council. Neither the town meeting nor the council shall diminish by ordinance, vote or otherwise the powers and duties of the town manager, except those powers and duties imposed on him by ordinance or resolution, of the council. Unless otherwise specifically provided by ordinance, any duty imposed by the General Statutes on the chief executive officer of a municipality shall be vested in and exercised by the town manager.

### ***Section 3.3***

APPOINTMENTS: Based upon merit and fitness alone, the town manager shall appoint for an indefinite term or remove for cause, a town clerk, a collector of revenue, a finance director who shall perform the duties of treasurer, a building official who shall also be zoning enforcement officer, a director of health, a civil preparedness director, a dog warden, a tree warden, a harbor master and a superintendent of public works. In addition to the aforementioned, the town manager shall appoint, based upon merit and fitness alone, all other department heads and employees, except employees of the board of education. Such appointments shall be made when vacancies exist or new positions are created by the council. The town manager may, subject to the approval of the council, perform the duties of any office which he may fill by appointment. The council may appoint an acting town manager to act during the absence of the town manager or a vacancy in that office; the council may provide by ordinance for an alternative method or methods of designating an acting town manager.