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**ASSISTANT TOWN MANAGER**

**TOWN OF MANSFIELD**

The Town of Mansfield is seeking a talented and creative professional with strong communication skills, a customer service focus, and a passion for public service to be its next Assistant Town Manager. The successful candidate will be serving in a university community that has high service expectations, offers a great quality of life and supports its local government.

Under the general supervision of the Town Manager, the Assistant Town Manager performs complex professional and administrative work assisting with administration of municipal operations, organization development, human resources and labor relations, risk management, budgeting and coordinating special projects. For a full position description, see below.

The desired candidate will have outstanding judgment, management skills, and integrity. The ideal candidate will also need to be organized, energetic, and have an open and approachable personal style. The selected candidate must hold a master's degree in public administration or a related field and have extensive experience in municipal government. Consideration may be given to equivalent experience and training. Salary range is \$80,061-\$112,166/yr. with a full benefits package.

Applicants must submit a letter of interest, resume and an official employment application at [Here](#). The preferred candidate will be subject to a background check. Deadline for all required application materials is 12:00pm, Friday, May 25, 2018.

EOE/AA

**TOWN OF MANSFIELD  
POSITION DESCRIPTION**

**Class Title:** Assistant Town Manager  
**Group:** Town Administrators  
**Pay Grade:** Town Administrators Grade 25  
**FLSA:** Exempt  
**Effective Date:** April 1, 2018

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**General Description/Definition of Work**

This position performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments; does related work as required. Duties include planning, organizing and directing administrative functions; assisting the Town Manager with the direction, control and evaluation of Town operations; coordinating special projects; preparing reports. Work is performed under general supervision. Supervision is exercised over all administrative services staff and over Town staff in the absence of the Town Manager. Position reports to the Town Manager.

**Essential Job Functions/Typical Tasks**

- Advises the Town Manager and Town Council by conducting studies, analysis and investigations and making reports concerning new or ongoing programs and program effectiveness and general operations of the departments, offices, agencies of the Town.
- Serves as a Town representative in a variety of forums and venues; acts on behalf of the Town Manager in his/her absence; serves as Acting Town Manager when so designated by the Town Manager or Town Council.
- Develops and administers Town-wide training and development program for all staff.
- Serves as principal advisor to the Town Manager on community services issues and exercises independent judgment within broad policy guidelines.
- Evaluates and analyzes operational and technical issues, interprets regulations and Town codes, and advises on specialized areas of technical expertise.
- Directs, coaches, and trains staff, and evaluates performance and meets regularly with staff to discuss and resolve priorities, workload, resource allocation, quality standards, and technical issues; monitors operations to identify and resolve problems and ensures operations meet customer service and quality requirements.
- Directs the Town's human resources and labor relations programs; coordinates recruitment and selection of Town employees.
- Drafts and administers personnel policies; audits personnel policies and procedures to ensure compliance with applicable federal, state and local laws and regulations; serves as EEO and AA officer and ADA coordinator; investigates incidents and complaints of the violation of the Town's sexual harassment and other personnel policies; assists with the administration of employee discipline and counsels employees where appropriate.
- Drafts and administers collective bargaining agreements, memorandums of agreement and other labor relations correspondence; serves as liaison with employee bargains units.
- Oversees administration of payroll tasks; oversees administration of employee classification plan; coordinates administration of employee benefits; oversees drug testing program.
- Investigates and reports workplace injuries, accidents and other incidents to workers compensation insurance carrier; monitors workers compensations absences.
- Reports liability, automobile and property insurance (LAP) claims to insurance carriers; tracks and monitors claims and processes related correspondence.
- Provides primary staff support to Town Council and various boards and commissions.
- Responds to Freedom of Information and other requests for information; resolves problems and complaints.
- Coordinates, conducts and oversees a variety of special projects as directed.
- Oversees and coordinates municipal risk management program; coordinates activities of employee safety and wellness committee.
- Researches and drafts town ordinances for review by town attorney.
- Member of municipal budget team; conducts departmental budget review sessions; prepares budget for assigned areas of responsibility. Supervises assigned staff and ensures safe work practices.

- Performs related tasks as required.

**Knowledge, Skills and Abilities:**

- Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the Town's legislative, executive staff and operational departments; comprehensive knowledge of the basic laws, ordinances and regulations applicable to budget preparation, approval and administration.
- Thorough knowledge of municipal finance and administration; thorough knowledge of the theories, principles and practices of public personnel administration; ability to analyze and develop budget estimates; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures.
- Ability to communicate ideas effectively both orally and in writing; ability to establish and maintain effective working relationships with local, state and other officials, civic and business leaders, Town Council members and the general public.

**Education and Experience:**

Graduation from an accredited college or university with a master's degree in public administration or a related field and extensive experience in municipal government. Consideration may be given to equivalent experience and training.

**Physical Demands and Work Environment:**

(The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The list is not all-inclusive and may be supplemented as necessary. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects, and some light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, standing, walking, grasping, and repetitive motions
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- Worker is not subject to adverse environmental conditions.

**Special Requirements:**

None.

*The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive of every task or responsibility. The description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

Approved by: \_\_\_\_\_  
Derrick M. Kennedy, Town Manager

Date: \_\_\_\_\_