



TOWN OF SENECA FALLS

130 OVID STREET
SENECA FALLS, NY 13148

315-568-8013
www.senecafalls.com

TOWN MANAGER

JOB SUMMARY

The Town Manager is the Chief Administrative Officer of the Seneca Falls government. This is a high-level executive management position responsible for directing and supervising the operations of the Town. Work involves managing and supervising Town departments to achieve goals using available resources. Responsibilities include fiscal administration, providing leadership and direction in the development of short- and long-range plans, advising the Supervisor and Town Council of financial conditions and future needs of the Town, and monitoring and ensuring government best practices and compliance with laws and regulations.

POSITION CONTEXT

The Town Manager is an administrative position, directly and solely responsible to the Supervisor and Town Council. The position is a full-time exempt position requiring significant time commitments, over and above those of typical office hours.

The Town Manager will directly supervise multiple departments, as outlined in Town law. The position may require periodic travel to attend meetings and/or events, outside of regular business hours including weekends and evenings, to promote the Town's interest. The Town Manager requires the ability to handle confidential and sensitive situations with a variety of community actors in a diplomatic and professional manner.

ESSENTIAL FUNCTIONS:

- Manages activities of Town departments by assigning priorities and objectives to department heads and staff. Reviews and approves management reports regarding department activities.
- Ensures Town operations are performed within available resources in an effective and efficient manner.
- Responsible for the preparation of the Town's annual budget, prepares relevant information to be submitted to Council, and responsible for budget administration after its adoption.
- Provides leadership and direction in the development of short-and-long range plans, gathers, interprets data and prepare reports and recommendation for Supervisor and Town Council.
- Prepares press releases, provides reports and information to media outlets as appropriate.



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- Administers and enforces policies and programs as approved by the Supervisor and Council by directing departments in the procedures necessary for implementation.
- Ensures Town ordinances, and resolutions are executed and enforced.
- Provides professional advice and recommendations to Supervisor and Town Council verbally and in writing.
- Communicates official policies and procedures to staff and general public.
- Manages the Town budget, monitors revenues and expenditures and ensures Town operations are performed within sound fiscal accountability.
- Advises the Supervisor and Town Council of financial conditions, current trends and future needs.
- Prepares a variety of studies, reports, and related information for decision-making process.
- Determines work procedures, evaluates workflow, in the constant pursue to improve efficiency and effectiveness in the delivery of Town services.
- Supervises and evaluates assigned staff.
- Ensures all operations are performed according to Town policies, procedures, ordinances as well as according to Federal, State, and local laws.
- Acts as liaison between Supervisor/Town Council and the public by responding to inquiries and resolving conflict.
- Attends Town Council meetings.
- Attends local, regional, and state meetings regarding policies and issues that impact the Town.
- Represents the Town, Supervisor and Town Council at various meetings and social functions as needed.
- Serves as liaison to Town Boards and communicates directives and addresses issues with Town Council.
- Stays current and abreast of best practices in public administration through pursuit of continued professional development.
- Any other duties as defined by the Town Code or lawfully assigned by the Town Council.

SKILLS AND ABILITIES REQUIRED:

- Advanced knowledge of the principles of governmental organization and municipal government.
- Knowledge of modern policies and practices of municipal government.
- Knowledge of Town codes, ordinances, resolutions, policies, and guidelines regarding Town organization and operation and ability to make detailed decisions in accordance with such laws and procedures.
- Knowledge of economic development with the ability to leverage state and federal funds, strategize creatively regarding redevelopment options, structure



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incentive packages and provide appropriate oversight of municipal regulatory processes ensuring an efficient permitting process.

- Ability to develop an effective, collaborative working relationship with the Supervisor, Town Council and department heads.
- Strong leadership and management skills with the ability to establish working relationships with staff at all levels of the organization.
- Knowledge, understanding and skill in interpreting and negotiating agreements with organized labor, as well as the ability to forecast financial impacts of labor agreements and other pay and compensation decisions.
- Ability to form key partnerships with other units of government.
- Strong written and oral communication skills with the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences and to prepare and analyze comprehensive reports and memoranda.
- Ability to understand and follow complex oral and written instructions and present ideas orally and in writing.
- Ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state, federal and regional organizations.
- Knowledge of process improvement and in the evaluation of municipal services ensuring high-quality services are offered in a cost-effective manner.
- Knowledge of functions and activities of all Town departments.
- Advanced knowledge of governmental budgeting and financial practices.
- Advanced organizational and time management skills.
- Ability to handle confidential/sensitive matters in a professional manner
- Ability to work under pressure with constant interruptions and within short timeframes.
- Ability to exercise good judgment, initiative, and closure.
- Ability to motivate and effectively supervise staff members.

MINIMUM QUALIFICATIONS:

- *Education/Certifications*
 - Bachelor's degree from an accredited college or university in Public Administration or related field.
 - Master's degree is preferred.
 - ICMA Credentialed Manager (ICMA-CM) is preferred
 - Valid driver's license required.
- *Experience:*
 - Minimum of 10 years of progressively responsible professional experience with a Town, Village, City, or County with supervisory experience in operations, management, personnel, and finance.



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- Minimum of 2 years of prior experience as local government executive preferred.
- Demonstrated ability to develop effective working relationships based upon respect, trust and confidence.
- A proven record in effective service delivery, financial management, creative problem solving and understanding the complexities and challenges of municipal budgeting in an environment of increasing expenses and decreasing revenues.
- Approachable, welcoming style with the community and staff is essential.