

Job Details -Town Administrator

Hours and Location

This position is full time has a probationary period of 6 months; can be amended to 12 months.
Located in Conway, NC

Description

The Town of Conway is seeking a leader to serve as its next Town Administrator. The Administrator plans, organizes, manages, directs, and implements the goals and objectives of the Town Council. Responsibilities include short- and long-range planning, creating and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance to Council and staff, leading, overseeing financial management and operations of the Town, and working closely with the Council on major initiatives and priorities. The Administrator • Serves as official Budget and/or Finance Officer. •Utilizes independent judgment and initiative in decision making, team building, problem-solving, management systems and providing guidance and recommendations to the Council. •Work is performed in accordance with established municipal finance procedures, local ordinances, and the North Carolina Statutes and under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction. •Manages and supervises the Town government staff; and ensures effectiveness and efficiency of services; communicates organizational mission, vision and goals as established by elected officials, helps staff enhance these goals and implement programs consistent therewith. •Serves as budget developer for the Town; balances budget, seeks innovative methods of stewardship and new revenue sources; makes professional and realistic recommendations for expenditures of Town's funds; manages Town resources including budget, facilities, equipment, technology, etc.; oversees and/or performs grant development and administration. •Responsible for the maintenance of a central double entry journal accounting system for the Town government in a manner consistent with established and accepted municipal accounting principles and practices and in sufficient detail to produce adequate cost, financial and statistical data for management purposes and to meet statutory requirements. •Maintains accountability for training, performance management, retention, and separation of all Town employees; directs and monitors systems of employee communication, motivation, reward, compensation, training and development, performance coaching and evaluation to insure high levels of retention and performance excellence. •Coordinates and works with staff in ensuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented. •Oversees the operational management of public works and utilities for the Town; oversees programs and services to ensure the public safety of the community. •Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress. •Cooperates with other governmental units as necessary to provide professional and effective services to the citizens; crafts and reviews inter-local agreements for various services. •Demonstrates leadership and sound decision-making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.