

**TOWN OF BETHEL
JOB DESCRIPTION
TOWN MANAGER**

Job Title:	Town Manager	Classification:	Exempt
Department:	Administration	Other:	
Reports To:	Select Board	Supervises:	Staff
Position Type:	Full-time		

GENERAL SUMMARY:

This is a responsible and varied professional position as the chief administrative officer in managing the affairs of the Town of Bethel under the direction of the Board of Selectmen in keeping with the Town Code, town ordinances, and the laws of the State of Maine and of the United States. The Town Manager also acts in the following capacities: Treasurer, Tax Collector, Airport Manager, General Assistance Administrator, Personnel Director, and Road Commissioner.

The Manager is charged with the identification of the service and policy needs of the Town of Bethel and has the responsibility for the development of the program or action directed by the Board of Selectmen to meet the identified needs of the community. The Manager shall act in such capacity as the Board of Selectmen may direct on municipal, state, federal and other policy issues affecting the Town.

The Manager is responsible for the annual preparation of the proposed budget and the administration of the budget once adopted. The Manager is also responsible for developing administrative procedures and for ensuring adherence to these procedures by all departments, department heads, and employees.

The manager is charged with the responsibility of advising the Board of Selectmen and general public on the current status of all affairs of the Town and is responsible for preparing an annual report of the previous year's activities.

The Manager is responsible for the maintenance of sound, positive public relations between the Town and its citizens; between the Town of Bethel and other governmental agencies and between the various boards and commissions that make up the Town of Bethel.

The Manager performs such other duties as may be directed by the Board of Selectmen. These duties may include addressing matters concerning the General Government, Bethel Regional Airport, Bethel Wastewater Treatment Plant, Bethel Fire Department, and Bethel Rescue.

ESSENTIAL JOB FUNCTIONS:

- Carries out the directives of the Board of Selectmen; prepares reports and written recommendations as part of these activities.
- Attends meetings of the Board of Selectmen, preparing and providing supporting documents and information pertinent to agenda items.
- Hires, evaluates, and directs the Town's Department Heads and other staff
- Monitors the budget and all financial affairs of the Town; works closely with Departments Heads in the development of a comprehensive budget and work program.
- Administers the yearly operating budget and capital improvement budgets, submitting regular reports to the Board of Selectmen on the status of the Town's budgets.
- Responsible for implementing all Board policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Board's policy mandates.
- Serves as the Town's purchasing agent.
- Attends meetings on behalf of Town.
- Serves as liaison between the Board of Selectmen and various public and private agencies and businesses and the citizens of Bethel.

- Represents the Town to a variety of outside organizations including, but not limited to, Maine Town and City Management Association, International City Management Association, and Maine Municipal Association.
- Oversees the Bethel Regional Airport.
- Oversees the Bethel Wastewater Treatment Plant.
- General Assistance Administrator, Tax Collector, and Road Commissioner.
- Maintains regular, predictable, and reliable attendance
- Maintains excellent communication and fosters a collaborative working environment with all employees as well as with the public
- Places an emphasis on safety, efficiency, quality and productivity
- Follows all Town policies
- Performs other duties as related and assigned

KNOWLEDGE/SKILLS

- Thorough knowledge of municipal management, municipal government programs, community problems, and decision-making processes.
- Thorough knowledge of municipal financial management and accounting procedures, budgeting, and investments.
- Thorough knowledge of state and federal programs and decision-making processes.
- Thorough knowledge of the principles of personnel administration.
- Working knowledge of purchasing principles and practices including the bid process
- Thorough knowledge of Microsoft Office, specifically Excel and Word and use of updated technology
- Solid interpersonal skills
- Effective communication skills both written and verbal

ABILITY TO:

- Supervise effectively
- Communicate effectively orally and in writing, including research capability and reporting ability.
- Maintain positive internal relations while directing, supervising, and motivating staff.
- Organize and use time effectively
- Listen and to accept constructive feedback; must possess conflict resolution skills and public relations skills.
- Be a critical thinker
- Use independent judgment, problem solve and collaborate in order to accomplish tasks
- Make timely and appropriate decisions in the scope of work
- Provide a high level of customer service to both internal and external customers
- Establish and maintain effective working relationships with employees and the public
- Attend any required or recommended training

MINIMUM REQUIREMENTS

Experience and Education/Training:

Bachelor's degree in Business/Public Administration or a related field (advanced degree preferred), 5-10 years of progressive experience in municipal government, or an equivalent combination of education and experience.

Licenses/Certifications:

Valid driver's license

WORK ENVIRONMENT/PHYSICAL DEMANDS:

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; observe and interpret situations; read and interpret data, information, and

documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions; and interact with officials and the public. Physical surroundings vary with exposure to all conditions, including any elements under demanding and stressful circumstances.

Physical Demands - While performing the duties of this job, the employee is regularly required to sit; talk and hear, both in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Regular physical activity required including walking, standing, stooping, pushing, and pulling. Ability to lift, carry, and position objects utilizing proper body mechanics and techniques: up to 25 pounds above shoulders. The employee must be capable of working a long duration of hours, including night meetings.

The above is intended to describe the general nature, requirements, and level of work being performed by people assigned to do this job. The above is not intended to be an inclusive or exhaustive list of all responsibilities and duties required. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature:

Date:



The Town of Bethel Maine seeks an experienced, collaborative, and forward-thinking Town Manager.

Nestled beneath the Mahoosuc Mountain Range lies Maine's most beautiful mountain village, Bethel, Maine. With a year-round population of approximately 2,700, the Bethel area is a one-of-a-kind community, and regional service center. The region boasts top-notch outdoor recreation opportunities in all seasons, with alpine skiing tripling the population each winter. The summer season attracts more visitors each year and is bolstered in part by an expanding network of hiking and biking trails encompassing both the 1,500-acre Community Forest and the adjacent 2,411-acre town-owned land known as the Bingham Forest. Also, making Bethel unique is our Level III Wastewater Treatment Plant and a town-owned airport brimming with opportunity. In addition, Bethel is home to a variety of businesses, countless entrepreneurs, and Gould Academy, a private college preparatory school.

The five-member Selectboard is seeking an individual to oversee 15 full-time employees and over 100 volunteer and part-time employees. The annual operating budget for the Town is \$5.5M, with additional budgets kept for schools, the Wastewater Treatment Facility, the county tax, and the Bethel Regional Airport.

The ideal candidate will have demonstrated skills in budget preparation, personnel management, and municipal government experience. The Town Manager will work collaboratively with the Select Board, providing them with the information they need to make informed decisions. Candidates should possess strong communication skills, and the ability to effectively oversee large municipal and federally funded projects concerning wastewater, roads, and airports.

The Town of Bethel requires a bachelor's degree in business/Public Administration or a related field (advanced degree preferred), 5-10 years of progressive experience in municipal government, or an equivalent combination of education and experience.

The Town of Bethel offers a generous benefit package along with a competitive salary. A complete job description can be found on bethelmaine.org.

Interested candidates who possess a passion for serving local government and its citizens are invited to submit a letter of interest, resume, and three references in confidence to:

betsy@hrmaineconsulting.com

or **via mail** to:

HR Maine Consulting
40 Forest Falls Drive, Suite 3, Office 5
Yarmouth, ME 04096

This position remains open until October 30, 2023

**The Town of Bethel is committed to diversity in its workforce.
We are an Equal Employment Opportunity employer.**