

**THE TOWN OF MILLSBORO
POSITION DESCRIPTION**

CLASS TITLE: Assistant City Manager

DEPARTMENT: Administration

PREPARED BY: Faye L. Lingo, Town Manager

DATE: July 6, 2010

SUMMARY STATEMENT:

Performs variety of routine and complex, professional, administrative, supervisory responsibilities, technical accounting and finance functions. Oversee Human Resource functions connected with the payroll and benefits of the employees.

DESCRIPTION:

Essential Duties and Responsibilities:

- Advises the Town Manager on all significant matters affecting the town and its operations.
- Manages the employee benefits enrollment program for all city employees.
- Reviews the time sheets and performs the payroll duties for all city employees.
- Reviews insurance programs and helps maintain insurance records especially when it involves claims on behalf of or against the Town.
- Attend meetings when necessary.
- Works with the clerk to oversee record management duties.
- Assist city manager in providing long range strategic planning
- Able to fill in or be next in charge in the absence of the city manager
- Represents the town at local, state and national levels of government when necessary.
- Assists in overseeing effective purchasing of supplies and equipment.
- Researches and prepares grants for the Town of Millsboro
- Works with other department supervisors to ensure coordination within the town functions.

Supervision Received:

Works under the direct supervision of the Town Manager

Supervision Exercised:

Directly supervises the administrative staff and others as directed.

REQUIREMENTS:

Knowledge, Skills and Abilities

- Considerable knowledge of accounting and financial principles and practices
- Knowledge of governing financial administration and operations.
- Knowledge of modern office management practices.
- Ability to maintain effective working relationships and communication with other city employees, elected officials, public officials and the public.
- Skill in the use of computer software programs.
- Proficient utilization of office and business machines.
- Skill in personnel administration and public relations
- Knowledge of town ordinances and state and federal laws affecting the town.
- Ability to make effective presentations of complex information before public forums.

Desired Education and Experience:

Bachelor's Degree in public/business administration or related field. Two years experience in office policies and procedures or any combination of education, experience and training that provides the required knowledge, skills and abilities to perform the job.

Special Requirements:

Ability to work independently and to prioritize work in order to meet rigid schedules and deadlines. Ability to lift and carry up to 10 pounds. Flexible work hours as necessary. Must be bondable. Requires a valid drivers license. Background investigations is required.

Tools and Equipment Used:

Personal computer, including word processing, spreadsheet and data base software, phone, copy machine, fax machine.

Physical Requirements:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to an individual with disabilities to perform essential functions.

The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is relatively quiet.

SELECTION GUIDELINES

Formal application, submission of resume, rating of education and experience; oral interviews and reference check; job related tests may be required. Final selections made by the Town Manager and personnel committee and confirmed by the Millsboro Town Council.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved: _____
Town Manager

Date: _____