

TOWN OF PROSPER

TITLE: TOWN MANAGER
DEPARTMENT: ADMINISTRATION
REPORTS To: TOWN COUNCIL

SALARY: DOQ
LAST UPDATE: 10/11/22
FLSA DESIGNATION: EXEMPT

DEFINITION:

Under the direction of the Town Council, the Town Manager shall serve as Chief Administrative Officer of the Town and oversees the daily operations of the Town. The Town Manager shall be responsible to the Town Council for administration of all the affairs of the Town, with only those exceptions that are named in the Town Charter.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description

SUPERVISION RECEIVED AND EXERCISED:

- Receives general policy direction from the Town Council.

EXAMPLES OF DUTIES:

Duties and responsibilities include, but are not limited to, the following:

Essential Functions:

- Appoint, suspend, and remove all Town employees and appointive administrative officers provided for in the Town Charter, except as otherwise provided by law.
- Direct and supervise the administration of all departments, offices and agencies of the Town, except as otherwise provided by law or the Town Charter.
- See that all state laws and Town ordinances are effectively enforced.
- Attend all Town Council meetings, with the right to take part in discussion, but the Town Manager shall not vote.
- Prepare and accept, or designate an appropriate department head or Town employee to prepare and accept, items for inclusion in the official agenda of all Town Council meetings and meetings of all boards and commissions.
- Oversees the preparation of and recommends to the Town Council the annual budget and capital program, and administer the budget as adopted by the Town Council.
- Keep the Town Council fully advised at least quarterly as to the financial conditions and future needs of the Town, and make such recommendations concerning the affairs of the Town, as the Town Manager or the Town Council deems desirable or necessary.
- Make reports as the Town Manager believes necessary, or the Town Council may require, concerning the operations of the Town departments, offices, or agencies subject to the Town Manager's direction or supervision.
- Perform such other duties as are specified in the Town Charter or may be required by the Town Council, and are consistent with the Town Charter or state or federal law.
- Working with staff Town Manager responds to and resolves resident and development inquiries and concerns; negotiates and resolves controversial issues; responds to Town Council, in a timely manner.

- Administers the effective and efficient planning, implementation, coordination and management of services provided to the residents and businesses of Prosper by municipal employees by providing guidance and direction to appropriate staff.
- Responsible for development of long and short-range plans through solicited input from Town Council, community organizations, private citizens, department heads and officials.
- Consults and directs all Town employees in solving administrative and operational problems, developing and implementing changes in organizational structure, policies or procedures, to meet Town operational and fiscal goals.
- Reviews applicable federal, state and local laws, ordinances and regulations for compliance, and makes recommendations to Town Council, where non-compliance issues might arise or to develop and implement new ordinances and regulations to enhance, update, modify, or clarify existing ordinances.
- Responsible for development and coordination of Town affairs with federal, state and local entities, federal and state agencies, civic and private groups, and citizens.
- Promotes Town programs, activities, services, and business opportunities in order to increase economic development opportunities.
- Develops and negotiates Town economic development agreements as needed, while coordinating such efforts with the Prosper Economic Development Corporation, for consideration by the Town Council.
- Oversees through various departments construction projects designed to enhance Town infrastructure effectiveness and support economic development projects.
- Responsible for developing techniques to identify more efficient and effective ways of accomplishing Town service delivery.
- Plans, coordinates and directs the work of Town departments through delegation of authority and responsibility to department executive directors and directors.
- Advises and supports department heads in the preparation and implementation of new programs and coordinates preparations of various operating and administrative reports.
- Assures Town operations are performed within budget; prepares cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures efficient use of Town budget funds, personnel, materials, facilitates, and time.
- Provides guidance and support to all departments in regard to human resources, information technology, finance and related operations.
- Responsible for the administration of operating and capital budget duties including establishment of policies for carrying out budget directives, and reviewing operating and capital budgets periodically to analyze trends.
- Responsible for the administration of the policies and procedures within the Town and ensures that appropriate linkages exist between budget goals, purchasing procedures, and funding limitations and service levels adopted to meet specific departmental, and Town Council goals.
- Prepares agenda items for, and gives presentations to, the Town Council and Town Boards and Commissions, including financial reports, graphs, charts, and other illustrative materials by gathering and analyzing data.
- Adheres to personnel, safety, and other policies and procedures.
- Informs Town Council of all work-related activities.
- Performs other duties as required or assigned.

ADDITIONAL DUTIES:

- May travel to attend meetings, conferences, and training.
- Regular and consistent attendance for the assigned work hours is essential

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- Attends meetings with citizens' groups as well as Town events and functions outside of normal office hours.

TRAINING QUALIFICATIONS:

- At least 7 years' experience in city/town management as either Assistant City/Town Manager or City/Town Manager; preference may be given to Texas town/city experience.
- A Bachelor's Degree in Public Administration, Business Administration, Accounting, Finance, Urban Planning, or related field is required and a Master's Degree in Public Administration or Business Administration or related field.
- Must have a valid Texas Class C driver's license and driving record must be in compliance with Town policy.
- Must submit to and pass a post-offer, non-regulated drug screening and thorough background check.

KNOWLEDGE/SKILLS/ABILITIES:

- Must have excellent managerial, leadership, organization, customer and public relations, personnel management, economic development, and budgetary skills in a town/city organizational environment; preference may be given to Texas town/city experience.
- Must have excellent communication skills, both oral and written as well as public speaking and presentation skills.
- Skill in the use of modern office equipment and software to include by not limited to Microsoft Office (Outlook, Excel, Word, PowerPoint).
- Must be able to maintain a professional and pleasant demeanor at all times.
- Must be able to manage multiple projects, meet deadlines, prioritize and organize work assignments, work well under pressure and stress, and make competent decisions.
- May work extensive hours, as needed to attend board, Town Council, and other related meetings.

PHYSICAL ABILITIES:

- To perform the essential functions of the job, must be able to talk, write, see, read, and hear.

PHYSICAL DEMANDS:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to sit, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear.
- Must be able to walk, stand, stretch, bend, twist, stoop, and kneel.
- Frequently required to lift and/or move up to 30 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 that an employee encounters while performing the essential function of this job.

- The noise level in the work environment is usually moderate. Employee must have ability to maintain concentration in the midst of interruptions and background noise.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.

This job description is not an employment agreement or contract. Town Council has exclusive right to alter this job description at any time without notice.

Employee's Signature

Mayor's Signature

Date

Date

The Town of Prosper, Texas, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources and/or the Town Manager.

PROSPER'S PURPOSE - PROSPER IS A PLACE WHERE EVERYONE MATTERS