

As I have spoken to a number of you on the council, regarding an “Assistant to the Town Manager” position, whose emphasis would be working on special projects laid out by the council and town manager; I’ve put a job description together for consideration by the council so that there may be discussion.

To be very honest, I have a candidate in mind, Todd Blevins, who will be graduating in May with his Master’s from Ball State University. Todd “The Intern”, had a great rapport with staff, boards and councilmembers last summer during his internship and would be an excellent addition to the staff. Todd has indicated to me an interest in returning to the Town as an employee.

The functions of the job would be to assist on the various projects that the town is currently undertaking; trail expansion, zoning & comprehensive plan updates, social media updates & community communication, and downtown redevelopment to name a few. In addition the job would work into supervisory role to be acting Town Manager while the Town Manager is absent. In many ways the position would be similar to the position I took when coming to Yorktown but without the initial direct supervision of employees. In addition to some of the existing duties, I believe there is an opportunity to look at some additional responsibilities that will continue to help with management of our community. I would expect the position to work with each and every department looking for opportunities to create efficiencies, clarify policies and implement new programs.

At this junction, I’m not asking the council to vote the position up or down, but to consider the position. If there is a desire to move forward, I have considered ways to fund the position. I would be happy to talk with any of you regarding the job description or the details of the position.

Thank you for your consideration, Pete.

TOWN OF YORKTOWN, INDIANA

JOB DESCRIPTION

Assistant to the Town Manager – Special Projects

The principal function of this employee is to oversee and guide, as assigned, the activities of various departments, special projects to ensure they are in concert with the policies and goals of the Town Manager and Town Council; provide administrative guidance, as assigned, to departments to ensure the Town's goals and objectives are achieved in a timely and professional manner; provide the Town Manager and Town Council with accurate and timely information to support decision-making and policy direction; assist in the overall daily administration, decision-making and policy direction guidance with the Town Council, Manager and staff; recommend organizational enhancements and restructuring as necessary.

This position provides effective, professional leadership, positioning the Town to meet the community's current and future needs through appropriate technologies and services. The work is performed under the direct supervision of the Town Manager.

Examples of Essential Functions

Essential functions may include, but are not limited to, the following:

- Provide support directly to the Town Manager by serving as a liaison on major projects; assisting staff; expediting resolution of certain matters in the Town Manager's Office and providing special research and support to the Town Manager.
- Represent the Town and the Town Manager to management staff, elected officials, and outside agencies; create, present and explain Town programs, policies, and activities; and negotiate and resolve sensitive, significant, and controversial issues.
- Meet with management staff to identify and resolve problems; and review and evaluate work methods and procedures.
- Identify complex policy issues and work with departmental executive staff to create, present and implement comprehensive solutions with approval of Town Manager and Town Council.
- Proactively monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload administrative and support systems, and internal reporting relationships; identify opportunities for improvement; and direct the implementation of changes.
- Participate in and contribute to the development and administration of the annual Town budget.
- Provide or coordinate staff support to a variety of boards and commissions; serve on intergovernmental and citizen committees; attend and participates in professional group meetings; and stay abreast of new trends and innovations in the field of public administration.
- Attend Town Council meetings and represent the Town Manager as needed.

- Interpret and ensure Town Manager and Town Council policies are understood and achieved.
- Meet with Town Manager and other staff to discuss issues and objectives, to determine strategies and approaches, and to brief on current activities and challenges.
- Meet with Department Heads to discuss programs or inquiries, answer questions, address challenges and resolve issues which may arise in the course of daily business, including budget, personnel, customer service and intradepartmental issues.
- Resolve or participate in resolving customer complaints.
- Represent the Town Manager's Office in various meetings, assisting with input and guidance to achieve an outcome that is beneficial to the greater good of the organization, community and citizenry.
- Promote an effective, responsive and value-based organizational culture.
- Maintain regular contact with and keep the Town Manager apprised of situations and issues.
- Interact with Boards and Commissions, outside governmental agencies and non-profits, constituent representative groups and other citizen groups relative to goals, actions and activities of the Town.
- When assigned, directly supervise department heads and staff, establishing goals, objectives and performance targets.
- Actively participate in the development of the Town's strategies to achieve stated goals.
- Act as key staff liaison with Town Attorney's office for departmental service requests.
- Actively take part in the advancement and promotion of an organization that is here to support and meet the needs of the customer, both internally and externally.
- Perform the duties of Town Manager, as assigned, during Town Manager's absence.
- Perform all work duties and activities in accordance with Town policies and procedures.
- Work in a safe manner and report unsafe activity and conditions.
- Other duties as assigned.

Knowledge Skills and Abilities

- All aspects of municipal government operations relating to staffing, budget and program execution
- Council/Manager form of government and its operations
- Political processes at all levels of government Federal, state and local laws impacting local government operations
- Effective leadership methods and supervisory skills
- Municipal budgeting
- Planning and organizing skills
- The operation of personal computer and various software applications for word processing, spreadsheets, etc.

- English grammar and punctuation
- Federal, state, and local laws, rules, and regulations pertaining to local government operations

Physical Characteristics

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands and fingers, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing and walking; work requires close vision, distance vision and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Education and Experience

Bachelor's degree, or equivalent combination of education and experience. Preference will be given to candidates with a Master's degree in Public Administration, Public Policy, Business Administration or a related field.

Special Requirements

Valid Indiana Driver's License