



Job Description – Town Manager

INDIANA

Location: Whitestown, IN

Full/Part Time: Full time

Regular/Temporary: Regular

Reports to: Town Council

Job Purpose:

The Town Manager is responsible for overseeing and managing the day-to-day operations of the Town. administration and management of the town of Whitestown.

Essential Duties and Responsibilities:

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- **Administrative Leadership:** Providing leadership and direction to town departments and staff, ensuring efficient and effective operations.
- **Budget Management:** Developing and overseeing the town's budget, including revenue generation and expenditure control.
- **Policy Implementation:** Implementing policies and decisions made by the town council.
- **Inter-Governmental Relations:** Managing relationships with state and federal governments, as well as other local agencies.
- **Infrastructure and Services:** Overseeing the delivery of public services, such as water, sewage, roads, and public safety.

- Community Engagement: Engaging with the community to understand their needs and concerns and addressing issues accordingly.
- Planning and Zoning: Managing land use and development, often through collaboration with planning and zoning boards.
- Reporting and Communication: Keeping elected officials and the public informed on town matters.
- Economic Development: Promoting economic growth and development within the town.
- Legal Compliance: Ensuring the town's actions and policies comply with local, state, and federal laws.
- Attend the meetings of the Town Council and recommend actions that he or she considers advisable.
- Hire Town employees according to the pay schedules and standards fixed by the Town council.
- Suspend, discharge, remove, or transfer Town employees, if necessary, for the welfare of the Town.
- Administer and enforce all ordinances, orders, and resolutions of the Town Council.
- Execute contracts on behalf of the Town for materials, supplies, services, or improvements, after the completion of the appropriations, notice, and competitive bidding required by statute.
- Receive service of summons on behalf of the town.
- Organize departments and committees as needed and at the direction of the Town Council.
- Develop status reports regarding pending issues or major projects, and convey written information to the Town Council, Town attorney, department directors, and governmental agencies, etc.
- Liaison to Town Council, Boards, and Commissions.
- Other duties as assigned.

Education, Knowledge, and Skills:

- Bachelor's degree in public administration, public policy, political science, or a related field.
- Master's degree in public administration (MPA) desired.

- Prior experience in local government, municipal administration, or a related field.
- Strong communication, leadership, organizational and problem-solving skills.
- A deep understanding of local government operations, policies, and regulations.
- Requires a valid driver's license with a clean driving record.
- Availability to work outside of normal business hours when necessary for emergencies/ on-call assignments/ weather related events.

Physical Demands/Work Environment:

The physical demands described here 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 enable individuals with disabilities to perform the essential functions.

Please send applications and resumes to kbarr@whitestown.in.gov.