

Town of Poolesville
Assistant Town Manager
Job Description

The Assistant Town Manager is responsible for assisting the Town Manager in planning, coordinating, and administering Town services and operations. The Assistant Town Manager will provide direct support for the day-to-day operations and will serve in the Town Manager's absence providing oversight, support and collaboration with Department Heads and staff.

Supervision:

Works under the supervision of the Town Manager. Under the direction of the Town Manager exercises administrative and management responsibilities over Town operations, departments, and staff.

Essential Duties and Responsibilities:

- Assists the Town Manager in the daily administration and operations of the Town; and makes recommendations to the Town Manager.
- Performs duties as assigned; prepares and drafts correspondence, reports, analysis, and other information as requested.
- Responds to citizen inquiries, complaints, and suggestions, provides research assistance and addresses request of Town departments, the general public, and citizen groups.
- Provides zoning support related to planning, development, permitting and code enforcement.
- Assist in the preparation of the annual operating and capital budgets.
- Prepare and review a variety of complex and routine correspondences, memoranda, and staff reports.
- Attend Commission and Board meetings, and make public presentations as requested by the Town Manager or Commissioners.
- Assists the Town Manger in assuring proper water and wastewater reporting and operational requirements are adhered to. Provide technical assistance as needed.
- Provides support as needed with procurement matters, personnel management, policy development, grant writing and special projects.
- Assists in oversight of contract personnel including refuse collection, engineering, and legal support.
- Oversees and assists in website updates and social media with notices, agendas, news, etc.
- Performs other related duties as may be assigned by the Town Manager.

Education and Experience:

Bachelor's degree in business administration, public administration, public policy, finance or another management or research-related field is required. A minimum of five years related experience is required serving in a Asst Town Manager for Finance & Admin/Finance Director or comparable municipal role. Experience with data analysis, project management, researching and report writing is highly desirable. Proficiency in Microsoft Word, PowerPoint, and Excel.