

POSITION DESCRIPTION

Class Title: ASSISTANT TOWN MANAGER
Department: Administration
Worker's Comp Group No.: 054
Date: October 1, 1994

GENERAL PURPOSE

Performs a variety of supervisory, administrative, technical, and professional work relative to the immediate and on-going management of the town, its facilities, and staff, and assist the Town Manager in the implementation of administrative procedures, policies, and supervision. Performs supervisory, administrative, technical, and professional work related to the development and implementation of physical facilities, land use, related municipal plans and policies.

SUPERVISION RECEIVED

Works under the guidance and direction of the Town Manager.

SUPERVISION EXERCISED

Exercises supervision over planning staff, building department staff, engineering staff either directly or through subordinate supervisors or department heads. Exercises supervision over other departments and staff as assigned by the Town Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Town Manager in the implementation of Town policies, procedures, and goals. Meets with the Town Manager, Town Council, Council Committees, and Mayor on a regular basis to assure that policies and goals of the Town Council are met.

Responds to local citizens inquiries about Town planning and zoning regulations and ordinances; and assists in resolving complex disputes between the Town's staff and applicants as required.

Provides professional, building, planning, and land use advice to the Town Manager, Town Council, Planning Commission, Council Committees, and other officials, and makes private and public presentations to the Town Council, Boards, Commissions, civic groups, and the general public as assigned by the Town Manager.

Assists the Town Manager in the administration of the Zoning and Subdivision Ordinances and oversees the enforcement of town codes, demonstrating the ability to interpret, explain, apply applicable laws, codes, regulations, and design standards.

Manages and supervises assigned Town department staff and operations to achieve goals within available resources; plans staff assignments; motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of Town short- and long-range plans; gathers, interprets, and prepares data and plans for studies, reports and recommendations; coordinates department activities with other departments, governments, and agencies as needed.

Assists the Town Manager in the development and implementation of growth management, land use, economic development, utility, housing, building, transportation, park, and open space facilities plans, to meet the Town's needs and any intergovernmental agreements or requirements.

Ensures the maintenance of accurate and complete records of department activities and of records relating to licenses, permits, maps, blueprints, and sketches pertinent to planning and development programs and projects.

Serves as a liaison between the Town Manager and operating department heads and various Boards, Committees, and agencies as assigned by the Town Manager.

Attends Town Council sessions, Planning Commission sessions, Board of Zoning Appeals sessions, and other Town Council committee sessions and meetings required for the administration of the Town and provides information or technical assistance and follow-up support as assigned by the Town Manager.

Responsible for the development of comprehensive data and statistics pertaining to the Town's census information, residential and commercial activity, transportation, recreation, and industry activities.

Identifies problems and anticipates future difficulties in order to propose programs and courses of action to be followed.

Oversees the maintenance of the current comprehensive plan, zoning maps, and other planning documents.

Stays abreast of amendments to the Code of Virginia as they relate to planning & zoning.

Provides staff support to various boards and commissions as assigned by the Town Manager.

Negotiates, coordinates, and manages professional services contracts with engineers, architects, landscape architects, planners, etc.

Serves as a member of various staff committees as assigned, including Chairman of the Safety Committee.

Attends professional development workshops and conferences to keep abreast of trends and developments in the field of municipal management and planning.

PERIPHERAL DUTIES

Assists the Town staff in the interpretation and enforcement of local codes and ordinances.

Other duties as may be assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. Graduation from an accredited four-year college and;
- B. Five years of increasingly responsible technical and managerial experience in community development, planning, zoning, code enforcement or closely related field.
- C. Any equivalent combination of education and experience, with additional education substituting a year for year basis for the required experience.
- D. Certification as Zoning Official or Zoning Administrator is required within two years of date of hire.

Necessary Knowledge, Skills and Abilities:

- A. Working knowledge of the zoning subdivision laws and comprehensive plans including their formation, process of adoption and enforcement; extensive knowledge of planning programs; possesses a working knowledge of personal computers and GIS applications.
- B. Demonstrated ability to interpret, explain, and apply applicable laws, codes, regulations, and design standards.
- C. Ability to prioritize, organize, and manage multiple projects.
- D. Knowledge of codes and ordinances, and knowledge of construction procedures and processes.
- E. Ability to communicate effectively, orally, and in writing with architects, contractors, developers, owners, supervisors, employees, and the general public, and with the Town Council, Mayor, members of the Planning Commission, and other agencies and bodies; Ability to establish effective working relationships with individuals and groups; ability to prepare and analyze comprehensive and technical reports and data.

SPECIAL REQUIREMENTS

- A. Valid State Driver's License, or ability to obtain one.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing; motor vehicle; calculator; telephone; copy and fax machine;

PHYSICAL DEMANDS

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

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, building use developments, and construction sites. Hand, eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, use hands to finger, handle, feel, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to stand or walk. The employee must occasionally lift and/or move up to ten (10) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or human conditions and airborne particles.

The noise level in the work environment is usually quite in the office and moderate in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, criminal background investigations; driving records; reference checks, and job-related tests may be required.

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 a logical assignment to the position.

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

Approval: _____
Supervisor

Approval: _____
Appointing Authority

Effective Date:

Revision History: December 5, 2013
April 1, 2014
September 20, 2020
July 16, 2021