

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Town Manager
Department:	Executive
Class Code:	1260
Salary Grade:	G25
FLSA Designation:	Exempt

General Statement of Duties

The principal function of an employee in this class is to oversee the implementation of all Town policies, procedures, plans, and ordinances to ensure timely and cost-efficient Town service delivery. The work is performed under the direction of Town Council, but extensive leeway is granted for the exercise of independent judgment and initiative. Supervision is exercised over all Department Heads and Town personnel. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with Town Council, Department Heads and other Town employees, elected officials, boards and commissions members, contractors, vendors, the news media, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Serves as the Chief Executive Officer for the Town, overseeing the implementation of all Town policies, procedures, plans, and ordinances;
- Plans, directs, and supervises the Town's daily organizational, management, administrative, and financial operations, and ensures operations are conducted in accordance with established ethical standards;
- Establishes annual goals and objectives for each Department and Town;
- Directs, coordinates and supervises the activities of Departments to ensure established goals and directives of Town Manager and Town Council are executed;
- Directs staff action and coordinates overall Town activities to implement Town Council policies, Town's plans and programs, and Town Manager's Work Program, conferring with Department Heads to discuss, identify, and assess their organizational, management, administrative, budget and financial goals and objectives;
- Facilitates communications between staff, other departments, contractors, vendors, and the general public, conducting staff meetings and strategic planning sessions, meeting with Town Council members regularly, responding to Town Council members complaints or problems, and conducting the annual Town Council goal setting workshop;
- Confers with the Mayor, Town Council, Town Attorney, and staff in recommending and establishing policies, procedures, and priorities necessary to meet community and departmental needs and objectives;
- Develops policy recommendations and ordinance changes for consideration by Town Council, and implements policy directives and ordinance changes as approved and directed by Town Council;
- Advocates policy recommendations, ordinances, or other legislative matters to Town Council, other units of government, citizens, civic groups, boards and commissions, the news media, and other interested parties as necessary;
- Implements policy directives and ordinances as approved and adopted by Town Council;
- Develops, presents, and justifies annual budget for consideration by Town Council, developing budget based on determined goals and priorities, identifying and recommending alternative revenue sources, creating financing options, and maintaining high bond ratings from rating agencies;

- Administers approved annual budget, approving contracts and change orders, monitoring financial condition of the Town, identifying and recommending systems and procedures to increase productivity and reduce operating costs, and keeping Town Council informed of Town finances as required;
- Serves as official representative/spokesman for the Town, advocating Town policies and positions on legislative matters to Federal, State, and local units of government, serving as primary point of contact for news media on all Town matters, appearing on local television, representing the Town at official functions and ceremonies, speaking to community groups, and ensuring implementation of a comprehensive public information program;
- Develops and implements the Capital Improvement Program to ensure compliance with related codes and regulations, identifying CIP projects to meet long term needs and desires of the community, developing CIP budgets, and ensuring all CIP activities are completed in accordance with budget constraints and established time lines;
- Implements the Town's Land Acquisition Program, identifying valuable properties, prioritizing parcels, identifying funding sources, obtaining appraisals, undertaking investigations, negotiating contracts for purchase, presenting recommendations to Town Council for consideration, acquiring properties, and ensuring proper care and management of properties after acquisition;
- Keeps Town Council and designated others accurately informed concerning Town matters, identifying present and potential work problems, and making appropriate recommendations for new or improved ways of addressing such problems;
- Heads Emergency Operations Center Executive Group and is responsible for overall direction, and for continuance of effective and orderly governmental control required for emergency operations;
- Advises and makes recommendations to the Mayor and Town Council of emergency related activities and works closely with the Emergency Operations Manager and with County, State and Federal agencies;
- Provides direction concerning Town safety program; enforces safety regulations; assesses and reports workplace and work activity safety risks; ensures staff understands safety regulations/procedures and completes required safety training (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of policies, procedures, regulations, and ordinances on the local, State, and Federal level as they apply to the operation of the Town;
- Knowledge of the principles, practices, and methods of legal practice;
- Knowledge of the S.C. Rules of Civil Procedure, S.C. Rules of Criminal Procedure, and the S.C. Rules of Evidence;
- Knowledge of the Freedom of Information Act, and the appropriate manner to handle, communicate with, and respond to the media;
- Knowledge of S.C. case law and U.S. Supreme Court cases and law jurisdictions;
- Ability to advise Town in relations with Federal, State, and local government agencies;
- Ability to use good judgment and discretion in providing legal advice, interpretations, and opinions and recommendations to Town officials;
- Ability to respond to citizen's complaints and offer explanations, solutions, and/or recommendations for corrective action when needed;
- Ability to effectively give instructions, work assignments, and/or directions to subordinate personnel;
- Ability to accurately read and interpret a variety of informational documentation, to include blue prints and specifications, ordinances, plans, studies, financial reports, technical reports, and other related documents;
- Ability to write and prepare reports and records, plans, studies, technical reports, contracts, and other related correspondence using prescribed format and conforming to all rules of punctuation, grammar, diction, and style;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;

- Ability to speak before an audience with poise, voice control, and confidence;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Master's Degree in Public Administration or related field; and
- Extensive Federal, State, or local government senior management experience; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Must establish and maintain principal place of residence within the corporate limits of the Town of Hilton Head Island.
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.