REQUEST FOR QUALIFICATIONS/APPLICATIONS

TOWN OF LOWELL

TOWN MANAGER

The Town Council for the Town of Lowell, Indiana, will accept responses to this Request for Qualifications/Applications for the position of Town Manager on or before December 1, 2015. A detail description of the position is as follows:

DEFINITION

Under the policy direction of the Lowell Town Council, to plan, direct, manage and review the activities and operations of the Town of Lowell; to coordinate Town services and activities among Town departments and with outside agencies; and to provide highly responsible and complex administrative support of the Town Council.

SUPERVISION EXERCISED

Exercises direct supervision over management, supervisory, professional, technical, and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Establish, direct, and manage the development and implementation of Town goals and objectives; recommend and administer policies, procedures, and priorities for all service areas; allocate resources accordingly.

Provide highly responsible administrative staff assistance to the Town Council; confer with the Town Council regarding a wide variety of municipal government issues; recommend policies, procedures and actions to be taken by the Town Council; carry out Town Council decisions or directives.

Plan, direct, and manage the Town's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate program goals and objectives.

Continuously monitor and evaluate the efficiency and effectiveness of Town service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify and opportunities for improvement; direct the implementation of changes.

Represent the Town to other public agencies, community based organizations, elected officials, outside agencies, and the mass media; explain, interpret, justify and defend Town programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Respond to and resolve difficult and sensitive citizen inquiries and complaints; assign departments to resolve citizen complaints and concerns in a timely manner.

Select, train, motivate and evaluate Town management and administrative staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Participate on a variety of boards and commissions; attend and participate in professional groups and committees; stay abreast of new trends and innovations in the field of public administration.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned and as set forth by Indiana Statute (I.C. § 36-5-5-8) and Lowell Town Ordinance (§ 31.17).

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern and highly complex principles and practices of municipal government management, administration, and organization.

Current social, political and economic trends and operating problems of municipal government.

Organizational and management practices as applied to the analysis, evaluation, development, and implementation of programs, policies, and procedures.

Principles and practices of municipal government budget preparation and administration.

Principles of personnel management including supervision, training and performance evaluation.

Knowledge of:

Research and reporting methods, techniques and procedures.

Sources of information related to a broad range of municipal programs, services and administration.

Pertinent Federal, State and local laws, codes and regulations.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide effective leadership to and coordinate the activities of a municipal organization.

Effectively administer a variety of Town-wide programs and administrative activities.

Identify and respond to public and Town Council issues and concerns

Interpret and apply Federal, State and local policies, procedures, laws and regulations.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Effectively and fairly negotiate appropriate solutions and contracts.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate assigned staff.

Prepare and administer a large municipal budget; allocate limited resources in a cost effective manner.

Establish and administer effective financial controls for the management of Town revenues and resources.

Ability to:

Evaluate and develop improvements in operations, procedures, policies, or methods.

Prepare clear and concise reports and develop appropriate recommendations.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or a related field. A Masters degree is highly desirable.

License or Certificate:

Possession of, or must obtain, an appropriate, valid driver's license.

Each response shall contain a current resume or Curriculum Vitae and shall be submitted to:

Mr. Christopher Salatas, President
Lowell Town Council
501 East Main Street
Lowell, IN 46356