

Village of Johnson Village Manager Job Description

Position Title: Village Manager/Water & Light Department General Manager

Employment Category: FLSA Exempt

Reports to: The Village Board of Trustees

General Summary:

The Village of Johnson has not adopted the Manager form of government as authorized in the 24 VSA Sections 1240 through 1243 and the use of the term “Manager” in this Job Description does not confer the Powers and Duties of a Manager as defined in 24 VSA Section 1236. The Manager shall have only those powers and duties as defined in this Job Description or by delegation of the Village Trustees.

The Village Manager’s mission is to support the Trustees in carrying out their duties and responsibilities to the ultimate benefit of the Village of Johnson. To that end, the Village Manager is responsible for planning, organizing, directing and coordinating the affairs of the Village in areas not directly the responsibility of others for assisting the Trustee Board in developing policies for the general direction of Village affairs, for planning long-range programs for the various Village Departments, and responsible for the performance of the administrative and technical duties as assigned by the Board. The Village Manager position is a “working manager” role, with the Manager directly responsible for completing projects and tasks independently in addition to overseeing the work of other Village employees, departments, and contractors.

The Manager is also the Board’s direct representative and is responsible for the general oversight of Village Departments and staff, in accordance with Board policy and directives. The Manager shall serve, at the Trustee’s pleasure, as the Electric Department’s representative to the Vermont Public Power Supply Authority’s Board of Directors and shall also have the title of Manager of the Water & Light Department.

Work is performed independently with general policies established by the Board of Trustees.

Essential Job Functions:

- The Village Manager is responsible to the Board of Trustees and will attend the meetings of the Trustees. Direct assistance to the Board of Trustees shall include, but not be limited to, the following: to carry out the decisions, policies, regulations, programs and plans of the Trustees and to cause duties required of the Village not committed to the care of any other officer to be duly performed and executed, including signing forms, reports, requisitions and other documents. Where immediate action is required and such a decision involves a significant policy issue, the Manager shall first seek the concurrence of the Board chair, who may elect to convene a special meeting, but in any case, they shall act in accordance with Board policy.
- To have general supervision over Village buildings, and lands, equipment, tools, and other property, and to coordinate with department heads to keep the same in good repair, and to propose replacements or additions as needed to the Board for their approval.
- To have oversight over Village departments, and all other administrative functions, except those exercised by other elected Village officers.
- Take appropriate action to ensure that the essential functions of Village departments are carried out where action is needed, required or desirable prior to a scheduled Board meeting, up to and including authorizing orders on the general and proprietary funds of the Village for regular and necessary expenditures as established by the Board purchasing policies. Where such actions are taken the Manager shall report the actions to the Board at the next scheduled meeting. Where action requires a substantial expenditure of funds, the Manager shall first seek the concurrence of the Board chair.
- Take appropriate action to ensure that all open meeting law requirements are complied with.
- Summarize and organize materials sent to Trustees.
- Research topics of concern and prepare action recommendations as requested by the Board. Serve as a representative of the Board of Trustees or as designated contact in communications with Local, State, Federal, Regional, and other agencies in matters pertaining to the Village.
- Act as liaison between the Trustees, Selectboard, Town Administrator and other Village/Town boards, committees, officials, and employees as required.
- Develop and maintain a list of projects, appropriate priorities, and action programs, including a time/due-date calendar.
- Research funding sources and where appropriate, prepare grant applications.
- Assist Trustees in using their time and facilities most effectively.
- Assist and coordinate the preparation of the Village financial programs, including annual budgets and monthly financial reports

- Investigate methods for improving cost control and containment and increasing efficiency of Village services. Institute such methods as approved by the Trustees.
- Oversee economic development activities of the Village, including active engagement with Johnson Works and regular attendance at Johnson Works meetings.
- Oversee the regulatory compliance of all Village utilities
- Perform such other tasks and assume such other responsibilities as the Board of Trustees may assign or delegate.

Desired Skill Sets:

- Knowledge of public administration, with particular reference to municipal administration, including the basic principles of organization and budget preparation.
- Knowledge of municipal utility operations, management, and budgeting/finance
- Knowledge of Village organization and functions
- Knowledge of the relationships within local government and other levels of government
- Knowledge of research methods and techniques utilized to assemble, organize, and present in written or oral form statistical, financial, or factual information derived from a variety of sources.
- Knowledge of the laws, ordinances, and other requirements governing local government.
- Computer literacy, good writing and presentation skills
- The Municipal Manager will be selected with special reference to experience in the area of business, financial, or municipal management; knowledge of municipal electrical, water, wastewater and highway systems; and familiarity with local, state and federal government procedures.
- Knowledge of the principles, practices, and technology, regulations, and laws related to utilities in the public sector

Qualifications

- Bachelor’s Degree in Business or Public Administration
- Minimum of five years of experience in an advanced administrative capacity in either a municipal or business environment
- Ability to deal with public, other officials, members of other boards and state and federal officers or representatives in a manner that is diplomatic, firm, and knowledgeable
- Such alternatives to the above qualifications as the Board of Trustees may find appropriate and acceptable

Working Conditions/Physical Demands

The hours of the Municipal Manager will be established by the Trustee Board. Work is full time salaried and requires non regular hours. By virtue of the service provided by the Village, the position is always considered on call. This time will include attending regular and work session meetings of the board and such others as required by the Board of Trustees.

Term of Employment

The Municipal Manager position is hired by the Trustees after interviews and reference checks. Terms of employment, compensation, and benefits are set by the Trustees and governed by the Personnel Policy. There is a six-month probationary period which is a condition of employment.

Compensation and Benefits: Salary and benefit package to be negotiated with the Trustees and (subject to Personnel Policy) annually and based on satisfactory job performance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act, must be able to perform essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

The Village is an equal opportunity provider and employer. The Village has adopted an Inclusivity Statement and Anti-Racism Statement, which are available at <https://townofjohnson.com/johnson-inclusivity-statement/> and <https://townofjohnson.com/johnson-village-anti-racism-statement-2/>

Approved by Board of Trustees on: July 12, 2021