

TOWN MANAGER

Town of Henlopen Acres, DE

POSITION SUMMARY

The Town Manager serves as the Chief Administrative Officer of the Town and will be responsible to the Board of Commissioners for the administration of all Town affairs under the Town Charter and Code. He/she will supervise all staff and be responsible for the efficient execution of all municipal laws, policies, and procedures. In carrying out the responsibilities, the Town Manager will work closely with the Mayor to execute the direction set by the Board. He/she will also work with the Treasurer to monitor the budget and financial matters of the Town.

KEY DIMENSIONS

Town Population:	271 total	
	139 residents	
Parcels:	219	
Residential Dwellings:	207	
Undeveloped Lots:	4	
Town Area:	0.28 square miles	
Paved Roads:	3.59 miles	
Annual Budget:	\$1,100,000	Operating
	\$300,000	Capital
Employees:	13	Total
	3	Administration
	4	Maintenance & Streets
	6	Security

ESSENTIAL DUTIES AND RESPONSIBILITIES

As the day-to-day executive for the Town, the Town Manager will be expected to perform the following key roles:

Administration

- Ensure the faithful execution of the Town Charter, Town Code and directives of the Board of Commissioners, and work with the Board to recommend amendments to the existing Code to support the proper functioning of the Town.
- Attend meetings of the Board of Commissioners, and Town Committees and Commissions, to ensure their proper functioning and effective work.
- Prepare regular monthly reports for the Board of Commissioners on the operations of Town departments, the status of projects, and the overall condition of the Town.

Financial Management

- Work with the Mayor and Treasurer to prepare and submit the Annual Budget and 5-year Capital Plan to the Board of Commissioners at the June Budget meeting.
- Provide monthly financial reports to the Board to monitor adherence to the Budget and work with the Treasurer to analyze any deviations.
- Approve all purchases and execute contracts on behalf of the Town for supplies, services, improvements, or other needs while following all bidding and purchasing processes required by the Town Code and State Law.
- Collect all taxes, utility fees, license fees and all other sums due to the Town under the provisions of the Charter and Code and directives of the Board of Commissioners and keep accurate records of all income.
- In concert with the Treasurer, manage the Town's banking relationships and cash needs to operate effectively and advise the Town's Investment Committee on the cash reserves available for investment.
- Support the work of the Audit firm in performing the annual audit and provide all required information to the Town's Audit Committee for their review and oversight.

Key Operations

- Ensure the proper daily operation of the Water Plant and licensed Water Operators to supply water to residents of the Town in compliance with Federal and State guidelines, and plan equipment upgrades as needed.
- Ensure the effective operation of the Town Marina and the renting of slips to residents and non-residents and plan periodic dredging to maintain full use of the Marina.
- Ensure the effective processing and approval of Building Permit applications and house plans in compliance with the Code as reviewed by the Town's Building & Zoning Officer and the Environmental Approval Committee.
- Ensure the effective operation of the Security staff who patrol the Town on a 24-hour, 7-day a week basis, as well as the adjacent community of North Shores by contract.
- Ensure the effective daily operation of the Maintenance & Streets staff as they maintain Town-owned facilities, equipment and land and collect yard debris throughout the Town, and plan capital improvements projects as needed.

Leadership

- Provide effective leadership to the staff to optimize performance and morale.
- Oversee hiring and training of staff to fill positions authorized by the Board of Commissioners and make decisions on pay, promotions, and disciplinary actions, in consultation with the Mayor.
- Provide service to the residents and owners and respond to requests and issues for the effective operation of the Town.
- Serve as an effective representative for the Town at various Federal, State, County and coastal Delaware functions, events, and professional meetings, including:
 - Association of Coastal Towns (ACT)
 - Sussex County Association of Town (SCAT)
 - Delaware League of Local Governments
 - Delaware Founders Insurance Trust (DFIT)

DESIRABLE QUALIFICATIONS

- Five to seven years of relevant senior administrative management experience, preferably in municipal government or planning
- Thorough knowledge of personnel management and administration, financial management, procurement, and public works planning
- Familiarity with Water Plant, Marina, and building permit operations desired
- Bachelor's degree in relevant field
- Excellent verbal and written communications skills
- Ability to establish and maintain effective working relationships with Town employees, residents and owners, and officials; contractors and vendors; the general public; and State, Regional and Federal officials
- Ability to work effectively with the Mayor and Board of Commissioners to carry out the Board's vision for the Town
- Ability to interpret and apply Town ordinances, policies, and procedures, and Federal and State statutes
- Ability to plan, organize, supervise and inspect the work of professional, technical and support personnel to maintain high levels of operational performance
- Ability to conduct competitive bidding and negotiate contracts for public works projects, and manage the projects effectively
- Ability to apply for grants on behalf of the Town from County, State and Federal programs
- Ability to resolve Town problems and issues as they arise in a professional manner
- Must possess and maintain a valid Delaware driver's license