

## **Town of Windsor Maine - Town Manager**

Start Date - Flexible / TBD

Country: Kennebec County

The Town of Windsor, Maine is seeking a creative, proactive, community leader to serve as its next Town Manager. This is an exceptional opportunity to lead a dedicated team and shape the future of a growing town.

### **About Windsor:**

Windsor has approximately 2,700 year-round residents. Our community values its natural resources, rich history, and strong sense of community. Windsor boasts a blend of natural beauty and classic New England architecture. The Town Manager reports to a five-member Select Board. Like many towns in Maine, it is a Town Meeting form of government. With a municipal budget of approximately 2.3 million and a staff of approximately 16 full and part-time dedicated employees. The town provides a full range of services including public works, transfer station, planning, code enforcement, and administration. We also support a very active volunteer (Fire / EMS) team. We offer a competitive salary depending on experience and a generous Health insurance package. We also strive to offer a supportive work environment.

### **The Ideal Candidate:**

We are looking for a visionary and collaborative leader with a proven track record within municipal management. The successful candidate will have strong experience in local government and be comfortable with the roles and key responsibilities as outlined below:

Maintains the administrative organization of the Town.

Supervise all Department leaders in the performance of their duties.

Work involves planning, budget making, problem solving and organizing with the authority to make decisions as well as delegate to others.

The Manager is under the direction of the Select Board and carries out the directives of the Select Board.

Performance must be in accordance with the Maine Statutes and local ordinances.

Although governed by policies, the Manager must frequently act without precedent.

Maintains a sound public relations posture between the Town and its citizens, the press, and other federal, state and local governmental agencies.

Maintains contact with the public by handling suggestions, complaints and information requests.

Works with the Treasurer to oversee all revenue and expenditure for the town.

Thorough knowledge of financial administration and the design of financial accounting and reporting systems.

May act as purchasing agent for all municipal departments and oversee the bid process on major purchases.

Attend meetings of the Select Board, prepare its agendas, providing supporting documents and information pertinent to agenda items.

Attend meetings of the Select Board, make monthly reports to the Select Board pertaining to the financial status of the Town.

Enforces municipal and State codes. Interacts with numerous municipal committees as needed.

Attend various meetings on behalf of the Town.

Annually prepares a proposed budget and work program for the Town.

Appoints, with Select Board approval, all department heads and supervises their performance on a day-to-day basis.

As the personnel officer for the Town, is directly involved in the hiring, evaluating, promoting, and disciplining of employees or establishes procedures for others to follow in such matters.

Recommends an annual salary schedule for the Town employees

Identifies service and policy needs of Windsor and brings to the attention of the Select Board with recommendations for action.

Coordinates departmental activities and sets attainable goals for all municipal departments.

Supports the Selectboard as the Board of Assessors.

### **Desirable Traits**

Thorough knowledge of the theory and practice of public administration.

Thorough knowledge of municipal government programs and decision-making processes.

Ability to communicate effectively orally and in writing.

Ability to listen to others.

Possess conflict resolution skills.

Ability to direct and supervise others and to delegate.

Ability to give and accept constructive criticism.

Please send your resume and expression of interest to Tom McNaughton via [tmcnaughton61@outlook.com](mailto:tmcnaughton61@outlook.com) or drop your documents off at our Town Municipal Building 523 Ridge Rd. Windsor, ME 04363. For questions please call me at 207-441-2784