

## **JOB DESCRIPTION/QUALIFICATIONS**

**POSITION:** TOWN MANAGER

**CLOSING DATE:** Position is open until filled.

**LOCATION/SELECTION:** Contract position within the Township Office. The Town Manager is selected through public advertisement, screening and interviews conducted by the Kayenta Township Commission and approval by resolution of the Kayenta Township Commission. If the Commission extends an employment contract of a Town Manager, there would be no need for public advertisement.

**REPORTING RELATIONS:** Reports directly to the Kayenta Township Commission.

**GENERAL RESPONSIBILITIES:** Provide professional leadership, management, administration, supervision, and planning for the Township. The Town Manager is expected to exercise a high degree of independence, initiative, and professional expertise in the overall administration of the Township, including the implementation and enforcement of all Township policies, ordinances, rural development, and land use capital improvement plans established by the Commission. The Town Manager can delegate the duties and responsibilities of the office, but she/he remains ultimately responsible for the performance of the duties and responsibilities.

**SALARY:** Year to Year Contract

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

1. Inform and advise the Commission on the affairs, activities and functions of the Township and provide recommendations and alternative solutions for Commission considerations.
  - A. Research, compile, and present short and long range plans and management goals and advice to the Commission.
  - B. Monitor Commission requests for information and action,
  - C. Direct the preparation of reports and graphic material for presentation to the commission, general public, etc.
  - D. Prepare written reports regarding planning and management projects and activities,
  - E. Conduct field surveys to evaluate special needs and concerns, and to check the quality of work projects, and
  - F. Ensure that the Commissioners shall have access (visits and communications) to the Town Manager's office, and
  - G. Ensure that the Commission receives timely information for meetings and invitations.
2. Coordinate Commission and staff effort toward community partnerships (working with groups, boards, councils and public and private agencies and entities) and

- intergovernmental relationships to pursue policies, services, and goals in the interest of the Township.
3. Develop policies, strategies and plans to facilitate and implement economic development with emphasis on the private economy to attract business and industry.
  4. Direct and assist in the preparation, maintenance, and revision of comprehensive plans, policies, services and goals for the Township.
    - A. Supervise the preparation, updating, and evaluation of Township ordinances, rules, regulations, and resolutions, and
    - B. Develop, review and approve required annual and quarterly reports.
    - C. Ensure that all required applications, reports and actions for grants, taxes, insurance, etc., are filed in a timely manner.
  5. Maintain an efficient and effective human resource function through, among others:
    - A. Overall supervisory control of the Township staff
      - a. Establish work priorities and assignments,
      - b. Ensure coordination between department managers and staff to maximize staff responses in providing services,
      - c. Approve and monitor annual and quarterly plans of all staff,
      - d. Direct professional, technical, and other employees in the research, development, presentation, and enforcement of a wide variety of planning and management projects,
      - e. Establish measures to improve methods, use of equipment, changes in operations, working conditions, quality of work, and any necessary change expansion to increase efficiency and effectiveness.
    - B. Maintenance and administration of personnel policies and procedures, including staff evaluations.
    - C. Compliance with applicable personnel laws, wage administration, etc., and
    - D. Recommend or, where applicable, approve employee hires, promotions, transfers, discharges, and disciplinary measures.
    - E. Complete annual performance evaluations for all employees.
  6. Represent the Township in all dealings with other governments, private businesses, and the general public on all Township matters.
    - A. Attend all Kayenta Township Commission meetings, workshops, etc.,
    - B. Attend (or designate an employee to attend) all Kayenta Chapter meetings,
    - C. Attend conferences, conventions and other educational and professional meetings to keep updated on planning and management methods and administration,
    - D. Speak before civic and professional groups on the plans, objectives, policies, and programs of the Townships,
    - E. Discuss, review, and analyze planning, management, and development Within the Township with the general public and developers, and
    - F. Provide information and education to citizens to gain their understanding of Township issues, goals and objectives and implement methods to obtain meaningful citizen input.
    - G. Represent the Township, Commission, staff and Township policies, plans

and objectives in a positive manner, avoiding any negative or differences of personal opinions.

7. Oversee the preparation of the annual operating budget and its administration.
  - A. Establish and collect rentals and fees for Township services,
  - B. Ensure the collection of taxes, and
  - C. Ensure the completion of required audits.
8. Prepare and monitor capital improvement plans and budgets.
9. Investigate and resolve citizen and business concerns, issues and complaints concerning Township matters.
10. Assist the Chairperson of the Commission in the preparation of the agenda for Commission meetings.
11. Prepare Township Resolutions
12. Maintain hardcopy and digital archives as Township property
13. Perform other work as required

### **QUALIFICATIONS:**

1. Must live or relocate within the Township boundary.
2. Graduate from an accredited college or university with a degree in public administration, business planning and management, economics, political science, business administration;
3. Five years actual responsible experience in municipal or other governmental planning and management;
4. Valid Drivers License;
5. Has not been convicted of any offense (criminal or civil) within the last ten (10) years that involved any of the following:
  - a. Deceit, untruthfulness and dishonesty, including extortion, embezzlement, bribery, perjury, forgery, fraud, misrepresentation, theft, conversion, or misuse of public or private funds or property;
  - b. Aggravated assault, aggravated battery, or sexual misconduct; or
  - c. Use or possession of illegal drugs.

### **KNOWLEDGE, SKILLS, ABILITIES:**

1. Extensive knowledge of the principles, practices, methods and procedures of municipal planning and management and public administration, including the economic, geographic and demographic factors involved in community development.
2. Thorough knowledge of and experience with the general laws and regulations related to community development, including working knowledge of Township, Navajo Nation and federal laws and regulations related to zoning, procurement, personnel, taxation, leasing, bonds and contracting.
3. Ability to direct, supervise and maintain effective relationship with staff, professionals and technicians of all levels.
4. Ability to effectively mediate and resolve operational and personnel problems.
5. Working knowledge of budget procedures and practices.

6. Ability to develop, negotiate and coordinate Township policies and activities with other governments, public and private agencies and entities, and the general public.
7. Working knowledge of research methodology and statistics with ability to analyze and systematically compile and report technical and statistical information.
8. Ability to research, write and effectively present comprehensive written and oral reports.
9. Ability to make difficult and independent decisions.

Submit application to Kayenta Township Offices

Revised 03/10/2022