

TOWN OF MANCHESTER
POSITION GUIDE

Title: Deputy General Manager
Department: General Manager's Office
Reports To: General Manager

NATURE OF WORK

Under broad policy guidance from the General Manager, is responsible for performing general administrative assignments including oversight of the personnel program, conducting contract negotiations with employee organizations and representing the Town in related employee-employer matters. Plans and supervises studies or activities on assigned major technical and policy problems, and assists or acts for the General Manager in the administrative management of Town operations.

ESSENTIAL FUNCTIONS

Is the responsible administrative official in the absence of the General Manager.

Assists the General Manager in maintaining effective communications with the Board of Directors, Town boards and commissions, Town operating departments and the general public. Attends all Board of Directors meetings along with the General Manager.

Oversees the Town's Personnel Program.

Serves as representative and spokesperson for the Town in negotiations with recognized collective bargaining units on new or revised working agreements, and recommends approval of such agreements.

Designs and participates in research on compensation and working conditions in connection with the development of contracts with employee organizations.

Advises department heads and the General Manager in employee grievance proceedings, workers compensation claims, and represents the Town in hearings before various administrative boards or commissions.

Plans, designs and supervises studies and the preparation of reports on various major organizational, operational or policy problems as assigned.

Acts as a liaison with Department and Division Heads to provide information or assist in resolving problems.

Assists the General Manager in the development and implementation of administrative policies and programs.

Represents the General Manager at meetings.

Promotes effective employee relations, enforces Town personnel policies and assures compliance to established work rules and federal, state and municipal regulations.

OTHER FUNCTIONS

Assists the General Manager and operating departments in pursuit of grants from State and Federal government and other sources.

May be assigned to serve in an acting capacity for vacant Department and Division Head-level positions.

May prepare department budgets as assigned.

Assists the General Manager in review of Town's operating and capital budget.

Hears and makes recommendations on grievances filed by employees within his/her department.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the principles and methods of organization and public management.

Considerable knowledge of the principles and practices of public personnel administration and of labor relations.

Ability to plan and direct the work of professional and technical staff.

Considerable ability to design and perform research and prepare technical reports and recommendations.

Ability to establish and maintain effective working relationships with, and to secure cooperation from, public officials, associates and the general public.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

Ability to get along with co-workers, supervisors, customers and the public at large.

May be exposed to: dust, electro-magnetic radiation as in computer screens.

MINIMUM TRAINING AND EXPERIENCE

Master's Degree in Public Administration and four (4) years of responsible experience in local governmental administration including two (2) years' experience in personnel administration and labor relations. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.