

Chapter 1.38

TOWN MANAGER

Sections:

- 1.38.010 Employment**
- 1.38.020 Requirements of employment**
- 1.38.030 Bonding**
- 1.38.040 Powers and duties as provided by Indiana Code**
- 1.38.050 Duties as set forth on Exhibit A**
- 1.38.060 Organizational Chart**

1.38.010 Employment. The Town Council may authorize employment of a Town Manager from time to time. Said Manager, unless otherwise authorized by the Council, shall serve as an at-will employee of the Town, serving at the pleasure of the Council, with the pay and benefits as authorized by the Council from time to time. (Ord. 06-07, S1, Sept. 12, 2006)

1.38.020 Requirements of employment. Except as specifically modified herein, the Manager is subject to all current or future requirements of employment as required of other employees, including but not limited to pre and post employment medical, psychological, drug, and alcohol testing and work related policies and restrictions. (Ord. 06-07, S2, Sept. 12, 2006)

1.38.030 Bonding. The Manager shall be bondable by the Town's current or future bonding company as required by I.C. 36-5-5-5 and 5-4-1. (Ord. 06-07, S3, Sept. 12, 2006)

1.38.040 Powers and duties as provided by Indiana Code. The Manager shall have those powers and duties as provided for by I.C. 36-5-5-8 except for subsections (2) and (3) related to Town employees and subsection (8) regarding execution of contracts. However, the Manager shall make recommendations to the Council regarding prospective and current Town employees, may interview prospective employees and discipline current Town employees and may execute contracts for amounts not in excess of \$5,000.00, or as expressly authorized by the Council. (Ord. 09-06, S1, May 12, 2009) (Ord. 06-07, S4, Sept. 12, 2006)

1.38.050 Duties as set forth on Exhibit A. The Manager shall also have those duties as set forth on Exhibit A attached hereto and incorporated herein. Those duties may be modified or clarified from time to time by the Council. (Ord. 09-06, S3, May 12, 2009) (Ord. 06-07, S5, Sept. 12, 2006)

1.38.060 Organizational Chart. The Town Government Organizational Chart for the Town of Ferdinand, as set forth on Exhibit B, which is attached hereto and incorporated herein, shall be followed with respect to supervisory powers, until such time as modified or clarified from time to time by the Council. (Ord. 09-06, S2, May 12, 2009)

EXHIBIT A

Duties of the Town Manager

The Town Manager shall:

1. Serve at the pleasure of the Town Council;
2. Must execute a bond for the faithful performance of his/her duties (IC 5-4-1);
3. Shall attend meetings of the Town Council and others as specified by the Town Council.
4. Have a general understanding of the Town's ordinances, rules and procedures.

Oversee all departments:

1. The Town Manager will act as the Town's Chief Administrative Officer, overseeing the day-to-day operations of the Town of Ferdinand and providing direction and guidance to all Town departments.
2. All department heads will report directly to the Town Manager and adhere to the attached organizational chart for the Town of Ferdinand (Exhibit B). All other employees will report directly to their immediate supervisor and indirectly to the Town Council by and through its Town Manager.
3. Assist Supervisors in creating work schedules.
 - Analyze labor needs within departments for projects.
 - Use excess labor from one department to another.
4. Oversee the utilization / scheduling of equipment between departments.
5. Assist Supervisors in the development of the department budgets; and shall assist supervisors in their meeting with the Town Council when budget presentations are made.

Human Resource Coordinator:

1. Will be the Human resource person for the Town of Ferdinand.
2. Develop hiring guidelines and work with Supervisors on needs.
3. Create Job Descriptions for all employees.
4. Develop job performance guidelines for all employees and get approval of Town Council.

5. Set up job performance reviews with all employees on an annual basis or as needed.
6. Upon direction of the Town Council shall organize and conduct with the Department Supervisor all interviews for open non-supervisory positions. Recommendations are brought to the Town Council for approval.
7. Develop a merit system to assist the Town Council in setting the annual wage increases or wage increases as needed.
8. Will assist the Town Council in the interviewing of any open Supervisory positions.
9. Keep the Town of Ferdinand's Employee handbook updated. Assist with the training of all employees on handbook and personnel policy changes.
10. Take current practice and develop a New Employee Training format, along with who the trainers are and who are their back-ups.
11. Develop disciplinary actions for employees as needed, per the Employee Handbook and Personnel Policy. Actions to be taken only after approved by the Town Council.
12. Termination of employees must be done by the Town Council. Town Manager may recommend the action to the Town Council.
13. The Town Manager cannot hear disciplinary charges against any member of the police department (IC 36-5-5-9).
14. For all non-supervisory positions, begin the process necessary to fill any vacant position of employment including, but not limited to, running advertisements, interviewing applicants, scheduling pre-employment and new hire and C.D.L. testing, physicals, agility test, psychological tests or other tests as may be required by the particular position held by an employee of the Town.

Assist Department Supervisors with purchases and contracts:

1. Develop the specifications that are necessary for equipment purchases.
2. Coordinate quotes or bids and make recommendations to the Town Council.
3. Complete a thorough review of projects, with the assistance of the Supervisors, prior to the letting of bids.
4. Review contractor recommendations and advise the Town Council.
5. Note all modifications or change orders after the bids have been approved.

6. Oversee the projects and keep the Town Council advised.
7. At completion of project, establish a file with as built drawings and pictures.
8. Research new products and technology regarding their feasibility and longevity.

Oversee Safety Concerns:

1. Assist the Safety Officer in making sure all departments and employees are following regulated and or established procedures.
2. Address potential liability issues and implement corrective actions.
3. Address hazardous exposures and develop / implement corrective actions.
4. Maintain Safety programs or develop where there is a need.
5. Work with the supervisors in providing manuals and training.
6. Oversee that all safety procedures are being followed on all job sites.
7. Complete, with Safety Officer and Department Supervisors, all accident reporting for property and vehicles and workers compensation reports.
8. Complete, with Safety Officer and Department Supervisors, all workers compensation reports and injury investigations.

Development and Growth:

1. Provide ideas to update the Town's website.
2. Work with various organizations to promote the growth of the Town of Ferdinand.
3. Promote the Town in a positive way.
4. Work on grants and loans for projects to help the town grow.
5. Be the initial contact person on signage issues and refer to Executive Secretary of the Plan Commission.
6. Assist the Executive Secretary of the Plan Commission with and follow up on all building permits to ensure guidelines are being met.
7. Work with the Street Department Supervisor on all street related issues concerning building permits or renovations.

8. Follow up with department supervisors to make sure all street locations and storm sewer and utility tap-ins are being placed on the GIS mapping program.
9. Discuss ideas and concerns with members of the Town Council, the Town's attorney, surveyors and engineers.
10. Spend additional time maintaining contacts with other towns and cities regarding things that have worked and have not worked.
11. Continue to develop oneself in the area of Town Manager.

Community Concerns:

1. Shall address concerns raised by the Town's residents.
2. Review and educate with the residents the current ordinance that is related to the complaint.
3. Shall respond to calls and ideas for residents of Ferdinand and review with the Town Council.

EXHIBIT B



Town Government Organizational Chart

