TOWN OF CALERA
Calera, Oklahoma

JOB DESCRIPTION

JOB TITLE: TOWN MANAGER

DEPARTMENT: ALL DEPARTMENTS

PURPOSE OF POSITION: The individual in this position is responsible for administering the day-to-day operation of the Town under the supervision of the Board of Trustees.

REPORTS TO: Town Board

OTHER POSITIONS SUPERVISED: All Department Heads

I. PRIMARY DUTIES (ESSENTIAL FUNCTIONS)

A.1 The Town Manager is primarily responsible for the day-to-day function of the town and will direct the daily function of the town according to town ordinances and occasional directives from the Board of Trustees. The Town Manager reports and is accountable to the Town Board of Trustees.

A.2 The Town Manager supervises and controls all administrative departments, officers and agencies, prepares a budget annually; keeps the council advised of the financial condition and future needs of the town; monitors all purchases and expenditures of municipal funds to ensure compliance with budget; coordinates the resources, activities and functions of the various town offices, departments and Trusts; attends and participates in (as appropriate) all regular and special meetings of the Town Board of Trustees, departments or committees, and Trusts benefitting the City; and performs such other duties as may be prescribed by law or by ordinance.

A.3 The Town Manager is responsible for fostering a sense of teamwork and employee morale.

A.4 The Town Manager is expected to maintain a good relationship with the residents of the Town of Calera and encourage and assist employees and supervisors in the same.

A.5 The Town Manager promptly communicates important information to the Town Board of Trustees and makes recommendations for appropriate courses of action when necessary.
II. RESPONSIBILITY FACTORS (The “B” section identifies those tasks which are common to all positions in the level of responsibility. The “C” section identifies those “behavioral” expectations required of all individuals in position in this level of responsibility).

B.1 Assign work, coordinate activities, and supervise all department heads, interpreting assignments, specifications, plans, work orders, etc., as applicable.

B.2 Assist with managerial work of department heads as needed.

B.3 Demonstrate responsibility for implementation and compliance with all Town and organizational policies, safety practices, and applicable regulatory requirements.

B.4 Attend Town Board meetings as needed, making recommendations, presentations on specific issues and/or projects, and providing managerial or technical assistance to board members as needed.

B.5 Demonstrate responsibility for accountability of the location, usage and proper maintenance of all Town vehicles and equipment, ensuring department heads maintain appropriate records regarding same.

B.6 Recommend and/or implement approved measures and methods of operation to improve work production, equipment performance, working conditions, and equipment use, in order to improve efficiency of Town operations.

B.7 Recommend and/or implement approved effective cost control measures regarding use of manpower, supplies and equipment.

B.8 Monitor status of budget at all times, assuring individual department and Town expenditures are within approved budgeted amounts.

B.9 Oversea the daily activities of the Town providing ongoing counseling, coaching and feedback to each department head and employee as needed, demonstrating responsibility for the proper documentation of such activities as needed.

B.10 Review and/or approve personnel action, such as promotions, transfers, discipline, etc., as necessary within established organizational guidelines and policies, maintaining all appropriate records and necessary supporting documentation.

B.11 Demonstrate responsibility for the interpretation of applicable organizational and/or Town policies, regulation, procedures, standards, etc., to subordinate as applicable, within designated scope of authority and responsibility.

B.12 Perform other duties as directed in a manner which supports the overall effectiveness of the organization and the Town.

C.1 Demonstrate ability to think and make decisions under pressure, to evaluate emergency situations and implement logical corrective actions as necessary.
C.2 Demonstrate sensitivity and responsibility for appropriate communications with elected officials, administrative staff, department heads, and department employees and the public, relaying appropriate information as necessary.

C.3 Use positive logical approach to problem solving, exercising good judgment and initiative in performance of routine job duties.

C.4 Demonstrate responsibility for safe, economical use of town equipment and supplies, reporting needs for repair and/or replacement to appropriate individual in a timely manner, in order to keep repair cost to a minimum.

C.5 Demonstrate ability to establish priorities regarding work related priorities, and to adjust to new circumstances or ideas as well as changing needs of the department.

III. QUALIFICATIONS AND JOB REQUIREMENTS

Must possess and combination of education, training and/or experience which enables the individual to competently perform the essential functions of the job.

Must possess current, valid Oklahoma drivers’ license.

Must demonstrate appropriate supervisory skills as applicable to position as well as ability to analyze, organize, and delegate. Must be able to communicate and work effectively with a variety of individuals including the general public and other Town employees.

Must be able to speak and write clearly and with authority.
Must demonstrate knowledge of all applicable regulatory requirements for all areas of responsibility

Verbal ability required to express ideas and views effectively when speaking to groups, commissioners, government officials, etc.

Numerical ability required to evaluate statistical data and make various computations in planning operations and budgets for department.

Near visual acuity required to review statistical reports, regulatory reports, surveys and other related data necessary for the proper performance of essential job duties.

Talking and hearing (or equivalent) to converse with individual members of organization’s staff and to address various groups.

Some physical dexterity required in order to operate Town machinery and/or equipment when training, or when assisting with particular job.

EFFECTIVE DATE OF JOB DESCRIPTION: ___________________ DATE APPROVED ___________________
APPROVED BY TOWN BOARD: ___________________________ DATE APPROVED ___________________
EMPLOYEE ACKNOWLEDGEMENT: This is to acknowledge I have received a copy of my job description. I understand the statements contained herein reflect essential duties required of my position as well as other general responsibilities, the level of qualifications and skills required, and other descriptive information. I understand that this job description is not necessarily an all-inclusive listing of responsibilities and that I may be required to perform other business related duties as requested, in order to meet the overall needs and objectives of the organization. In addition, I understand my signature is simply to acknowledge receipt of this job description and does not, in any way, constitute a contract of employment.

Employee’s Signature: _______________________________ Date: _______________________________
EMPLOYMENT / JOB APPLICATION

PERSONAL INFORMATION

FULL NAME: ___________________________________ DATE: __________________
First                              Middle                              Last

ADDRESS: ________________________________________________________________
Street Address Apt/Suite

                      City                                     State                        Zip Code

E-MAIL: _______________________________ PHONE: ______________________________

SOCIAL SECURITY NUMBER (SSN): ______-____-_____  DATE AVAILABLE: ________________ DESIRED PAY: $_________ ☐ HOUR ☐ SALARY

POSITION APPLIED FOR: ______________________________________________________

EMPLOYMENT DESIRED: ☐ FULL-TIME ☐ PART-TIME ☐ SEASONAL

EMPLOYMENT ELIGIBILITY

ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S? ☐ YES ☐ NO*

HAVE YOU EVER WORKED FOR THIS EMPLOYER? ☐ YES* ☐ NO

*IF YES, WRITE THE START AND END DATES: ______________________________________

HAVE YOU EVER BEEN CONVICTED OF A FELONY? ☐ YES* ☐ NO

*IF YES, PLEASE EXPLAIN: ____________________________________________________

EDUCATION

HIGH SCHOOL: ________________________ CITY / STATE: ________________________
FROM: ________________________ TO: ________________________

GRADUATE? ☐ YES ☐ NO DIPLOMA: ________________________

COLLEGE: ________________________ CITY / STATE: ________________________
FROM: ________________________ TO: ________________________

GRADUATE? ☐ YES ☐ NO DEGREE: ________________________

OTHER: ________________________ CITY / STATE: ________________________
FROM: _____________________ TO: _____________________

DEGREE/CERTIFICATION: _____________________

OTHER: _____________________ CITY / STATE: _____________________

FROM: _____________________ TO: _____________________

DEGREE/CERTIFICATION: _____________________

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**PREVIOUS EMPLOYMENT**

**EMPLOYER 1:**

Company / Individual

E-MAIL: _____________________ PHONE: _____________________

ADDRESS:

Street Address

Apt/Suite

City State Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: _____________________ TO: _____________________

REASON FOR LEAVING: _______________________________________________________

**EMPLOYER 2:**

Company / Individual

E-MAIL: _____________________ PHONE: _____________________

ADDRESS:

Street Address

Apt/Suite

City State Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: _____________________ TO: _____________________

REASON FOR LEAVING: _______________________________________________________

**EMPLOYER 3:**

Company / Individual
E-MAIL: __________________________________ PHONE: _____________________

ADDRESS: ______________________________________________________________

Street Address Apt/Suite

________________________ __________________________
City State Zip Code

STARTING PAY: $_________ ☐ HOUR ☐ SALARY ENDING PAY: $_________ ☐ HOUR ☐ SALARY

JOB TITLE: ______________ RESPONSIBILITIES: _____________________________

FROM: _____________________ TO: _____________________

REASON FOR LEAVING: __________________________________________________

REFERENCES
(PROFESSIONAL ONLY)

FULL NAME: ___________________________________ RELATIONSHIP: __________

First Last

COMPANY: ________________________________ TITLE: ______________

E-MAIL: __________________________________ PHONE: _____________________

FULL NAME: ___________________________________ RELATIONSHIP: __________

First Last

COMPANY: ________________________________ TITLE: ______________

E-MAIL: __________________________________ PHONE: _____________________

FULL NAME: ___________________________________ RELATIONSHIP: __________

First Last

COMPANY: ________________________________ TITLE: ______________

E-MAIL: __________________________________ PHONE: _____________________

MILITARY SERVICE

ARE YOU A VETERAN? ☐ YES ☐ NO

BRANCH: _____________________ RANK AT DISCHARGE: _____________________

FROM: _____________________ TO: _____________________
TYPE OF DISCHARGE: _____________________

IF NOT HONORABLE, PLEASE EXPLAIN: ________________________________

BACKGROUND CHECK CONSENT

IF ASKED, ARE YOU WILLING TO CONSENT TO A BACKGROUND CHECK?  ☐ YES  ☐ NO

DISCLAIMER

The facts set forth in my application for employment are true and complete. I understand that if employed, false statements on this application shall be considered sufficient cause for dismissal. You are hereby authorized to make any investigation of my personal history and financial, credit, and/or driving record through any investigative or credit agencies or bureaus of your choice.

In making this application for employment, I also understand that an investigative consumer report maybe made whereby information is obtained through personal interviews with my neighbors, friends, or others with whom I am acquainted. This inquiry, if made, may include information as to my character, general reputation, personal characteristics and mode of living. I understand that I have the right to make a written request within a reasonable period of time to receive additional, detailed information about the nature and scope of any such investigative report that is made.

I understand and agree that if I am asked to work overtime and am eligible for overtime compensation under the provisions of the fair labor standards act, this compensation will be in the form of one and on-half hours’ compensatory time for each hour of overtime worked.

The Town of Calera has adopted a Drug and Alcohol Free workplace policy, and in connection with such policy, the town requires all applicants to undergo drug and alcohol screening following a conditional offer of employment, and such conditional offer is contingent on a negative test result from the pre-employment drug and/or alcohol screening.

I understand that if hired, I will be placed on probationary status for a period of six months (or twelve months for certain employees of the police and fire departments). I also understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an at-will nature, which means that the employee may resign at any time and the employer may discharge employee at any time with or without cause. It is further understood that this at-will employment relationship may not be changed by any written document of by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

SIGNATURE ______________________________ DATE ___________________

PRINT NAME ______________________________