

POSITION DESCRIPTION

Job Title: General Manager
Location: Borough of Fenwick
Pay Grade: TBD
Supervisor's Name and Job Title: Warden and Board of Burgesses

DESCRIPTION OF POSITION

Under the direction of the Warden and Board of Burgesses, the General Manager oversees the day-to-day operations of the Borough. In addition, the General Manager plays a lead role in the development, control and management of the Borough's annual operating budget and the development and execution of the municipality's long range plan and associated capital budget.

This position reports directly to the Board of Warden and Burgesses and has variable seasonal work hours, approximating an average year-round 20 – 30 hours work week. The General Manager will be on call 24/7 and will be available for week night and weekend meetings of the Board of Burgesses as necessary.

MAJOR DUTIES AND RESPONSIBILITIES

The major duties and responsibilities of this position include but are not limited to the following:

1. In conjunction with the Treasurer of the Borough, develop and recommend adoption of the annual budget and, when accepted, monitor adherence to the budget to preserve the financial and fiscal health of the community.
2. Oversee the work of all staff, as well as independent contractors, to ensure that the day-to-day operations of the Borough facilities, including but not limited to the golf course, tennis courts, beaches/pier and parkland, meet expectations in a timely and efficient manner.
3. In conjunction with any appointed committee and/or individual selected by the Board, provide leadership and direction in the development and implementation of short and long range plans, including operational and capital budgets.
4. The General Manager has responsibility to hire and fire, with prior notification/approval from the Warden or his/her designee. He/she will oversee the establishment of performance objectives and development of goals for each staff member ensuring that there are regular formal written performance and compensation reviews with all personnel and their respective supervisor in accordance with the Borough's personnel rules and policies.
5. The individual in this position has the authority to expend monies according to pre-approved guidelines or according to explicit directions from the Warden and Board of Burgesses.
6. Gather, interpret, and prepare clear and concise information for studies, reports, and recommendations and ensure quality financial management and oversight of capital and operating expenditures.
7. Establish and maintain effective working relationships with members of the Board, its various commissions/committees and the public; exercise tact and diplomacy in dealing with highly sensitive policy, community and employee issues and situations. This includes interfacing with residents, staff, commission/committee chairs, and the public to enhance communication between all those involved with the Borough.
8. Ensure compliance with all applicable municipal and regulatory requirements.

EDUCATION AND EXPERIENCE

- A minimum of 10 years experience in high level management, with experience in directly supervising people as well as a demonstrated ability to work with different constituencies.
- A candidate for this position must have organizational, leadership, analytical, problem solving, planning and communication skills coupled with equally strong negotiation and facilitation skills and the ability to multi-task.
- This position requires familiarity with long-range planning, administration, financial preparation and analysis, budgeting, project and policy formulation, purchasing and the development, enhancement and maintenance of a business recovery plan/process.
- Candidate needs to understand the principles and practices of personnel management as well as the principles and practices of effective leadership and management.
- A willingness to work within a unique community and an ability to adapt to ever changing issues.
- Possess strong computer skills with emphasis upon Microsoft Word and Excel.
- Municipal experience considered a positive but not required.