

**TOWN MANAGER/CLERK-TREASURER/FLOODPLAIN ADMINISTRATOR**  
**JOB DESCRIPTION**  
**TOWN OF LUTHER, OKLAHOMA**

**Job Summary**

The Town Manager is responsible for assuring effective management of Town affairs and operations. The position serves as the Board of Trustees's top administrative officer, performing professional, administrative, technical, and supervisory duties in working with the Board of Trustees to oversee Town departments, activities, and projects; prepares and implements operating and capital budgets, reporting monthly to the Board of Trustees; supervises human resources functions, conducts research and provides information, and facilitates communication between elected and appointed Town officials, employees, volunteers, and citizens. This position is expected to serve in a full-time capacity, including nights and weekends as necessary.

**Supervision**

Works under the direction of, and is responsible to, the Board of Trustees. Exercises administrative and management responsibilities over Town operations and departments under the jurisdiction of the Board of Trustees. As the Board of Trustees's representative, has supervisory oversight responsibility of various department heads and staff, except as otherwise provided by the Board of Trustees.

**Job Environment**

Acts as the communications hub for the Town--makes frequent contacts with local, county, state and federal officials, local business and community leaders, Town employees and department heads, committees and boards, and with the general public on behalf of the Town.

**Essential Functions**

Performs varied professional municipal duties, and assumes responsibility for coordinating and directing Town activities on a day-to-day basis.

Monitors operations of all Town departments and any commissions, boards, or departments under the jurisdiction of the Board of Trustees; helps problem-solve, and trouble-shoots as needed. Keeps Trustees informed of issues, failures, and successes as appropriate.

Under the direction of the Board of Trustees, directs and supervises all appointed personnel who are responsible to the Board of Trustees, except as otherwise provided, and coordinates activities of the Board of Trustees with activities of other Town departments, boards and commissions.

Maintains accurate Code of Ordinances.

Conducts annual employee performance review and sets goals and objectives with department heads.

Assists Board of Trustees in establishing goals and evaluating programs.

Communicates with Town staff concerning policies and procedures, ensures that boards and commissions are aware of policies and procedures, assists boards and commissions in an advisory capacity.

Coordinates and is responsible for implementing all insurance programs, policies and practices.

Maintains accurate accounting of all funds and maintains all related budgets.

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Assures the Town effectively pursues federal and state grants and other sources of non-tax revenue. Responsible for preparing the Town and the Luther Public Works Authority Annual Budgets for review and approval of the Board of Trustees.

Serves as Human Resources Director, including payroll and benefit implementation.

Facilitates and coordinates long-range planning in all Town departments and committees.

Prepares agendas, materials and financial reports for meetings of the Board of Trustees; attends all such meetings and informs the Board as appropriate. Records and transcribes minutes of meetings.

Works with Town Attorney on matters affecting town government and matters involving litigation.

Reviews and approves/denies non-commercial building plans. Coordinates projects and inspections with the Town's residential and commercial building inspectors.

Obtains and maintains all required certifications as the Floodplain Administrator.

**Interaction with Board of Trustees**

It is recognized that the Town Manager position derives its authority from the Board of Trustees who remain ultimately responsible for all operations of the Town. The Town Manager shall assure that Board members are kept well informed as to all ongoing operations. It shall be the obligation of the Board of Trustees to ensure that the Town Manager properly implements his/her responsibilities.

**Physical Requirements**

Light physical effort demanded in performing duties under typical office conditions with minimal exposure to occupational risk.

**Education and Experience**

Preferred bachelor's degree in public or business administration with three (3) years of progressively responsible experience as a Town Administrator, Town Manager, Assistant Administrator, or similar position.

Any equivalent combination of education and experience may substitute at the discretion of the Board of Trustees.

**Knowledge, Ability and Skill**

Requires a working knowledge of municipal finance, budget management, personnel management, inter-governmental relations and the laws which affect local government. Ability to work under time constraints, pressure and in stressful circumstances. Ability to develop effective working relationships with subordinates and with other Town departments. Strong oral communication skills and the ability to represent the Town before an array of organizations. Excellent writing skills required. Grant-writing experience and ability preferred. Strong organizational skills and the ability to manage a large number of

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projects and tasks at any given time. Working knowledge of information technology systems, hardware and software.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be requested to perform job-related responsibilities and tasks other than those stated in these specifications. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

I understand and agree that, if hired, my employment is at will only and for no term of definite duration. I also understand and agree that either the Town of Luther or I may terminate my employment relationship at any time.

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Applicant

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Date