

TOWN MANAGER - THE TOWN OF BLUFF

The Town of Bluff seeks an experienced administrator who will thrive in a municipality with a strong history of community support for its 262 residents and surrounding community. This individual must foster a culture of open communication and transparency while collaborating with council, neighborhood communities, local, state, and federal government, and residents.

Key Responsibilities

This position is the chief administrative office of the Town and serves at the pleasure of the Bluff Town Council. The powers and duties granted to the Town Manager include:

- * General Administration of the Town: Administer day-to-day operations and ensure Town practices comply with all laws and regulations.
- * Town Council Relations: Prepare agenda items for Town Council meetings and attend all meetings.
- * Community Relations: Connect with residents, businesses, and other interest groups in a professional and respectful manner. Respond to citizen concerns.
- * Advisory: Keep the council advised as to the financial condition and future needs of Town. Make recommendations to the Council concerning the affairs of the Town as necessary or appropriate for the improvement of the Town or its services.
- * Service Delivery: Assume responsibility for the efficient and cost-effective delivery of Town services.
- * Compliance: Sees that the Town is in compliance with all state, federal, local laws and ordinances.

The successful candidate will be an excellent communicator, project manager, and strategic thinker. Candidates should demonstrate an interest in public service and empathy for a wide range of perspectives and needs. A bachelor's degree in business administration or a related field is preferred.

The salary range is from \$30,000 to \$40,000 commensurate with experience.

To Apply:

- * Please submit a current resume and cover letter to Mayor Ann K. Leppanen, P.O. Box 324, Bluff, Utah 84512 or office@townofbluff.org.
- * Applications close on August 15, 2021.