

Fremont Town Manager
Job Description

Status: Full Time

The Fremont Town Manager reports to the Fremont Town Council. The Superintendents for the Street, Water and Wastewater Departments will report to the Town Manager. The Town Manager will work with the Clerk-Treasurer. The Town Manager will be responsible for;

1. Managing the daily operations for the Town delegating duties to department heads of Street, Water and Wastewater and when needed will work with the Police Marshal, Fire Chief and Zoning Administrator/Nuisance Code enforcement Officer.
2. Supervising department heads, training employees, having working knowledge of the Town of Fremont Personnel Policy and Procedures Manual, maintaining job descriptions and conducting employee performance evaluations.
3. Attending the meetings of the Town Council and recommend policies and actions the Town Manager considers advisable and shall attend meetings of the RDC. Will attend Plan Commission meetings and BZA as needed.
4. Handling complaints and assist residents and businesses with concerns regarding the Town and Town policies, trying to seek a resolution prior to turning the issue over to the Town Council
5. Serving as liaison/administrator to the Redevelopment Commission, Redevelopment Authority and the Park Committee
6. Interacting with media sources, as appropriate, including any emergency orders.
7. Assisting with Economic Development, including recruitment of new businesses and industries and retainment of existing business and industries.
8. Maintaining relationships with all businesses and industries including annual visits. Reports of the visits shall be given to the Fremont Town Council.
9. Assisting with community development such as housing projects.
10. Assisting with tax abatement applications and annual reporting requirements
11. Attend annual training with state organizations as necessary
12. Maintain OSHA safety Plans
13. Work with the Clerk-Treasurer and Town Engineer on grant applications
14. Work with the Clerk-Treasurer to keep comp time in compliance for employees
15. Working with the Clerk Treasurer on the annual budget process
16. Working with the Clerk-Treasurer and Department Heads to maintain accurate records for capital assets and inventory
17. Work with the Fremont Area Chamber of Commerce for the annual Music Fest and other events that may be put on. Also work with other civic groups in the community as needed.
18. Performing any other duties as the Town Council may determine.

The Town Manager shall not have the authority to:

1. Shall not hire, suspend, discharge, remove or transfer employees, This will be the responsibility of the Fremont Town Council.
2. Shall not enter into a legal contract without the express authorization of the Fremont Town Council.
3. Commit the unauthorized practice of law.
4. Enter into or bind the town to any grant agreement without Town Council approval;
- 5 Negotiate for the extension of any utility line beyond the corporate limits of the town;
6. Present to the Town Council any ordinance, other than routine re-zoning ordinances or appropriation ordinances, which have not been approved in writing or drafted by the Town Attorney;
7. Arrange for or recommend the award of any contract for the purchase of any equipment, service or construction without first receiving bids or soliciting quotes from more than one supplier.
8. Have other employment or responsibilities that would have a direct conflict with the Town Manager position and can no way violate ghost employment laws. This includes but not limited to serving on boards, whether appointed or elected, that may be perceived as having a direct conflict of interest.

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The Town Manager is at all times subject to the latest edition of the Town of Fremont Personnel Policy and Procedures Manual.

The Town Manager shall post the bond required by Ind. Code 36-5-5-5 and/or ensure that the Town Manager is included under the Town's blanket bond or crime insurance.

WORKING CONDITIONS:

Work will be performed primarily in an office, and in a field environment;
The employee may be required to push, pull, lift, and/or carry up to 50 pounds.

Working time will require irregular hours, and 24 hour on-call at times (for example: emergency management; winter season snow-removal, town festivals, etc.). The Town of Fremont does not pay overtime so comp time and flex time will be used.

APPLICATION INFORMATION:

All job application inquiries should be directed to fremontct@townoffremont.org.