**TOWN OF SEYMOUR**

JOB DESCRIPTION

*Operations Department*

## *Director of Operations*

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## GENERAL STATEMENT OF DUTIES:

The Director of Operations is an active administrative position responsible for the efficient management and operation of the affairs of the Town of Seymour in accordance with State law, Town ordinances and such directives, regulations, and policies as the Board of Selectmen may from time-to-time adopt. The Director of Operations is expected to exercise a high degree of independence, initiative, professional expertise, and understanding of the overall operations of the Town of Seymour.

## ESSENTIAL DUTIES & RESPONSIBILITIES:

* To have charge and supervision of all public Town buildings, repairs, and maintenance thereon (Contractors, Repairs, Plumbers, HVAC, Electrician, Fire Alarm, Sprinklers, Fire Extinguishers, Invoices, etc.)
* Purchase and sale of equipment, supplies, services, and contracts for all town departments and maintenance of Town Hall facilities and grounds.
* All building done by the Town shall be done under the director’s charge and supervision
* Control of job assignments for custodial staff
* Ordering and inventory of cleaning products & maintenance of the Green Program for the Town
* Oversees and monitors the town’s technology infrastructure planning
* Oversees the Department of Public Works, Recreation Department, Senior Center, Town Clerk’s Office, and Parks & Grounds
* Oversees all town Ordinance Enforcement Officers, the Town Engineer, and Town Planner
* The Director of Operations can delegate the duties and responsibilities of the office, but she/he remains ultimately responsible for the performance of the duties and responsibilities.

## In addition to the essential duties and responsibilities, the employee will be required to perform any other duties assigned by the First Selectman or the Board of Selectmen.

## SUPERVISION RECEIVED:

* Works under the direct supervision of the First Selectman

## SUPERVISION EXERCISED:

The Director of Operations exercises direct supervision over the following departments or personnel:

* Public Works
* Town Buildings
	+ Custodians
* Town Grounds / Parks
* Recreation
* Senior Center
* Ordinance Enforcement Officers
	+ Planning & Zoning
	+ Building Inspector
	+ Inland Wetlands
	+ Fire Marshal
* Town Planner
* Information Technology
* Town Engineer
* Registrar of Voters
* Library

**QUALIFICATIONS:**

## KNOWLEDGE, SKILL, AND ABILITIES:

* Thorough knowledge of municipal management and community problems.
* Thorough understanding of administrative organization, design, and evaluation.
* Thorough knowledge of financial administration and the design of financial accounting and reporting system.
* Thorough knowledge of the theory and practice of public personnel administration.
* Thorough knowledge of municipal government programs and decision-making processes.
* Working knowledge of State and federal programs.
* Ability to communicate effectively orally and in writing.
* Ability to listen to others.
* Possess conflict resolution skills.
* Ability to direct and supervise others and to delegate.
* Ability to organize and use time effectively.
* Ability to give and accept constructive criticism.
* Knowledge of sewer operations and road maintenance.

## EXPERIENCE AND TRAINING:

* At least a Bachelor’s Degree in public administration, political science, engineering, business management or other relevant field.
* At least ten (10) years of municipal government management experience.
* Possession of a valid driver’s license.

**REVIEW PROCESS:**

* The First Selectman will conduct an annual employee performance review each January and a mid-year review in July. During that time, essential duties & responsibilities will be reviewed directly with the First Selectman.
	+ A formal, written report on the employee’s performance will be completed by the First Selectman. The employee must sign off on the report (to show receipt of a copy, not agreement with the evaluation) and a copy will be placed in the employee’s personnel file.