



The Town of Dover-Foxcroft, Maine, is seeking a dedicated, enthusiastic, and experienced Town Manager to help our community preserve its rich heritage while leading us toward a vibrant future. This is a unique opportunity, as the Town Manager role has been occupied by only two different managers for almost fifty years.

Nestled in the heart of Maine, along the beautiful Piscataquis River, Dover-Foxcroft blends friendly rural living with local amenities, providing the community and visitors with immediate access to indoor and premier outdoor recreation, restaurants, shopping, healthcare, top notch public and private education, all framed within the beauty of nature.

Dover-Foxcroft has a population of 4,400 and serves as the county seat, primary service center, and cultural hub for Piscataquis County. The Town Manager reports to a supportive seven member elected Select Board. Dover-Foxcroft employes a 29 full-time (45 FTE overall) workforce throughout nine departments. Supporting the financial needs of the town is an \$8.3 million budget, excluding the school budget and county tax.

Candidates for this position must possess thorough knowledge of public administration, including financial, personnel, and project management skills. The ability to effectively communicate in public forums as well as with individuals from the public, elected officials, employees, business community, and governmental officials, in order to build trust and sincere engagement.

This is a full-time position requiring a hands-on and collaborative leader that possesses the ability to help develop, support, and progress the vision of the community, elected officials, and town staff. A comprehensive benefit package as well as salary commensurate with experience, education, and qualifications will be provided

The Maine Municipal Association will be assisting the Elected Officials of Dover-Foxcroft in the search for the next Town Manager. In order to apply, please submit a detailed letter of interest and resume as well as any questions regarding this position via email to

personnelservices@memnu.org or via U.S. mail to:

Director of Human Resources

Maine Municipal Association

60 Community Drive

Augusta, Maine 04330

Dover-Foxcroft is an Equal Opportunity Employer

<https://dover-foxcroft.org/>

Town of Dover-Foxcroft

Position Description

Position: Town Manager

Department: Town Administrator

The Town Manager is responsible for the day-to-day administration of the Town's services and to provide inspired leadership to meet the future wants and needs of its citizens.

Work involves positive and productive engagement with residents, local business interests, service providers, and Town employees. Effective communication skills (oral/written) is a must as a liaison with the Select Board; while maintaining contact with public by handling suggestions, complaints or information requests and as representing town government within the community.

Responsibilities for planning, budget making, problem solving and organizing are undertaken with the authority to make decisions as well as delegate to others. The needs of the Town are relatively unpredictable, frequently accompanied by inflexible deadlines, and sometimes politically sensitive. Routinely servicing several important and/or large projects concurrently should be considered normal.

Essential Duties and Responsibilities:

Examples of Work (Illustrative Only):

Relationships/Select Board

- Responsible for implementing all Select Board policy decisions and providing staff in all departments with the clear and efficient operating procedures necessary to carry out Board mandates.
- Prepares reports and written recommendations as part of these activities.
- Attends meetings of the Select Board, preparing its agenda, providing supporting documents and information pertinent to agenda items.

Relationships/Others

- Serves as liaison between the Select Board and various public and private agencies, businesses, and the citizens of Dover-Foxcroft.
- Attends meeting and conventions on behalf of the Town.
- Represents the Town to outside municipal organizations.

Program Management

- Identifies service and policy needs of the Town and brings to the attention of the Select Board with recommendations for action.
- Serves as the purchasing agent for all municipal departments and oversees the bid process on major purchases.

Budget & Financial Management

- Prepares and monitors the budget and all financial affairs of the Town.
- Works closely with department heads to develop a comprehensive budget and work program.
- Administers the yearly operating budget and capital improvement budgets.
- Submits monthly reports to the Select Board on the status of the Town's budgets.

Staff Management

- Serves as Personnel Director for the Town: is directly involved in the hiring, evaluating, promoting, and disciplining of employees or establishes procedures for others to follow in such matters.
- Coordinates departmental activities and sets attainable goals for all municipal departments.

Leadership

- Creates an image of Dover-Foxcroft as a quality community through his/her personal activities within the town and the region.
- Maintains, through her/his activities outside the town, a leadership role which enhances the ability of the town to influence regional decisions which will impact Dover-Foxcroft.

Performs related work as may be required.

Qualifications & Requirements

- A bachelor's degree or master's degree in public administration or related field and/or significant experience in municipal government.
- Ability to work with elected officials and community leaders to achieve common goals and objectives.
- Communicate and present self in a professional and appropriate manner when working with elected officials, staff, citizens and visitors, governmental agencies, businesses, and vendors.

- Provide direction and leadership to department heads and staff providing services to the community.
- Ability to develop and execute plans for current and future needs of the town.
- Ability to effectively communicate and make appropriate decisions regarding town business.
- Ability to navigate complex issues while maintaining neutrality.

All position descriptions for the Town of Dover-Foxcroft are intended to provide a general overview of the duties, responsibilities, and requirements of the position. These descriptions are not intended nor should be interpreted as a comprehensive list of what is required by the position. The Town of Dover-Foxcroft reserves the right to update all job descriptions as it deems necessary.

12/13/24