

VILLAGE MANAGER

DEPARTMENT:

Village of Enosburg Falls Department of Finance and Administration

GENERAL STATEMENT OF DUTIES & RESPONSIBILITIES

The Village Manager is appointed by the Village of Enosburg Falls Board of Trustees. Under a manager form of government, the Village Manager is responsible for the daily operations to include directing and administering all departments of the Village of Enosburg Falls (Electric, Wastewater, Water, Public Works, and Finance and Administration). Develop short and long-term strategies, safeguarding the financial health, ensuring effective service for electric, water, and wastewater customers, while complying with Federal and State regulations under the authority and policies of the Board of Trustees (Board).

SPECIFIC DUTIES AND RESPONSIBILITIES:

- Directly interact with the Board to inform and advise on all regulatory, financial, and operational matters impacting the Village.
- Make recommendations to the Board regarding developing the Village's strategic objectives, plans, and goals, including a range of new approaches, programs, policies, and procedures designed to support the implementation of the Board's policy and directives.
- Be proactive in ensuring the Village's initiatives, programs, and services are updated regularly to reflect changing trends, marketplace dynamics, and member system needs.
- Assist the public and be an ambassador to the public on behalf of the Village.
- Complete ongoing projects within schedule and budget so the Village receives the benefit of the investment through financial return and reliable service
- Manage electric rate cases prepared by Vermont Public Power Supply Authority (VPPSA)
- Responsible for managing the power supply contracts procurement activities performed by VPPSA
- At the Board's discretion, accept appointments to serve on the VPPSA Board of Directors and other industry-related Boards.
- Serve on or advise local boards and committees that promote beneficial projects for the community and safeguard the Village's assets.
- Maintain solid relations with state, regional, and federal regulatory agencies and other industry participants and organizations, including but not limited to Vermont regulatory agencies, VPPSA, New England Public Power Association (NEPPA), ISO-New England, and the Federal Energy Regulatory Commission. Willingly interacts with industry colleagues, including peers at other Municipal Departments

- Manage compliance with Public Utility Commission electric regulations, FERC hydro license conditions, State Wastewater Treatment Facility discharge permit, and State Water permit.
- Ensure highway, electric, water, and sewer operations are in compliance with all town and village ordinances/policies and applicable Federal, State, Municipal statutes, guidelines, rules regulations and public utility principles/practices.
- Keep current with methods and materials used in daily operations and purchase equipment as necessary.
- Pursue opportunities to reduce operational cost.
- Build and maintain a culture of proactivity and compliance with all aspects of cybersecurity.
- Prepares financial reporting and analysis for each of the Village departments on a quarterly basis.
- Review and approve all journal entries and accounts payable created by the Finance and Administration Department.
- Ensure fiscal integrity of the Village through effective financial management and planning by interacting with staff, financial advisors, investment bankers, auditors, legal counsel, and other professionals on financings, credit ratings, or other financial matters, and monitors with appropriate oversight the work of all those professionals engaged by the Village.
- Submit annual operating budget and a capital budget quarterly, and forecast five-year budget
- Monitoring Federal and State agencies for availability of grant money for projects directly relating to the Village of Enosburg Falls infrastructure and enhancements pertaining the municipality. Identifies grant opportunities and other funding sources. Prepares grant applications, facilitates process, and supervises the administration of such.
- Oversees economic development activities of the Village.
- Prepare materials, creates agenda, and attend the Village of Enosburg Falls Board of Trustees meetings. In the absence of the Director of Finance writes minutes for these meetings.
- Regional and national travel to attend monthly meetings, relevant meetings, and conferences as appropriate to advance and protect the interests of the Village, VPPSA, and its member systems.
- Prepare for, plan, negotiate and implement collective bargaining agreement terms, policies, agreements, and procedures with IBEW Local 300
- Maintain current knowledge of trends, field practices, and related industrial processes through peer association, seminars, studies, and literature reviews.
- Perform other related duties as required/assigned.

SUPERVISION RECEIVED:

Receives supervision from the Village of Enosburg Falls Board of Trustees, while exercising individual and independent judgement.

SUPERVISION EXERCISED:

- As chief executive officer: directly responsible for all the affairs of the Village as provided in Chapter 37, Title 24, Vermont Statutes Annotated.
- Maintain accountability directly or indirectly through subordinate managers for all Village staff. Carry out supervisory responsibilities per Village policies, regulations, and applicable laws. Interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS AND EXPERIENCE:

- Minimum of an Associate's degree with a major field of emphasis in business administration or finance.
- The Village Manager will be selected with special reference to experience in business, financial, or municipal management, knowledge of municipal electrical, water, wastewater and highway systems, and familiarity with local, state, and federal government procedures.
- Five plus years of experience in managing people is required
- Demonstrated ability to lead and manage team members
- Excellent analytical, problem solving and organizational skills
- Ability to work independently and handle multiple projects
- Ability to motivate and lead people, and hold team members accountable
- Strong planning and prioritization skills
- Exceptional communication, collaboration, and delegation skills
- Ability to meet and work with the public and fellow employees and to diffuse irate and dissatisfied customers.
- Must have the ability to cooperate and establish effective working relationships with co-workers, supervisors, elected officials, regulatory, state, and federal agencies, and the public.
- Must be able to clearly and concisely express ideas in writing and orally.
- Proven ability to develop and maintain financial plans
- Must be able to prepare and analyze income statements, changes in financial condition and balance sheets.
- Knowledge of generally accepted accounting principles for municipals.

- Knowledge of company and Public Service Board policies that regulate the disclosure of customer information to unauthorized personnel.
- Must be fluent in computer usage, particularly in the use of Microsoft Products and Adobe, copier, fax machines, telephone systems and voice radio.

TERMS OF EMPLOYMENT:

- This is a salaried position, with the salary set by the Board of Trustees and benefits in accordance with the Village of Enosburg Falls Personnel Policy.
- By virtue of its nature, the position is considered always on call.
- This position may require working hours beyond what may be perceived to be an average workday/week
- Must maintain a good character profile with the public
- Must have the ability to cooperate and establish effective working relationships with employees, rate payers, and the Board
- Abide by and administer all village policies.
- The Village Manager's employment with the Village of Enosburg Falls is an at-will position.