# Town Manager's Office - FY25

## Assumed Outcomes:

* Provide high quality, inclusive, and responsive services that meet the service level expectations resourced by the Select Board & residents;
* Strategic planning for Camden’s long-term challenges and needs;
* Professional best practice guidance to the Select Board in developing policy;
* Provide a pleasant, productive, safe, professional, inclusive, and equitable work environment for our employees;
* Provide a good value to the taxpayers;
* Provide options to the Select Board to maintain a stable municipal tax rate;
* Ensure the general welfare of the public;
* Compliance with local, state and federal laws, policies, & other requirements.

## Current Methods:

* Develop and oversee annual budget
* Develop and implement capital plan
* Interdepartmental coordination and resource deployment
* Direct supervision of Department Heads
* Strategic grant prospecting /writing/administration
* Facilitate Select Board policy-making process
* Record keeping/maintenance/publishing
* Manage town personnel policies
* Oversee safety policies and programs
* Publication of the *Annual Report*
* Participation on local, regional & statewide boards and committees to represent Camden’s interests
* Coordinating insurance claims
* Administering local business licensing
* Administering state issued liquor licenses
* Serve as primary contact for citizens re: town operations
* Communications including: managing website and social media accounts, print media & public advertisements, text alert system
* Administration of Boards/Commissions/Committees including membership and meetings
* Administration and reporting of the town’s General Assistance program
* Administration and reporting of the Knox County Salvation Army program

## Current Resources:

### Personnel: 2 FTEs

* + Town Manager
  + Assistant Town Manager

## For Discussion:

* Balancing the Select Board and community’s vision/expectations and need to fulfill core municipal responsibilities against resource constraints.
* The Town Manager’s Office is directly responsible for day-to-day operations, long term planning and resource management including: Human resources, IT, insurance, grant writing and administration, communications, interdepartmental coordination and planning as well as supporting the Select Board’s process, fielding citizen questions/concerns, leading various special projects, and providing support to department heads and managers with operations and planning.

## Areas of Concern:

* Vision, goals and desired services outpacing the community’s available resources.
* Risk that focus on discretionary spending/amenities takes priority over Camden’s major challenges with public safety and public infrastructure (core municipal responsibilities).