

Avilla Town Manager Job Description

The Avilla Town Manager, under the direction of the Avilla Town Council, in the interest and well-being of Avilla citizens and businesses, is responsible for:

1. Attending all Council, Plan Commission, BZA and Redevelopment Commission meetings.
2. Monthly reporting of Town Manager activities to Town Council.
3. Assisting with economic development, including recruitment of new businesses and industries and retainment of existing businesses/industries.
4. Collaborating with local, County and State agencies for economic development and tourism in the Town and County.
5. Assuming the position of Zoning Administrator.
6. Reviewing plans for new subdivisions for compliance with the Avilla Subdivision Ordinance.
7. Assist with applications to change zoning districts.
8. Reviewing building permit applications for compliance with the Avilla Zoning Ordinance. Issuing Building permits.
9. Coordinating with Noble County Building Department for building inspections.
10. Assisting with downtown revitalization.
11. Applying, administering and closing out Community Crossings Grants.
12. Assist outside grant administrators with grant applications through construction.
13. Maintaining current copies of the Indiana building, plumbing, electrical, elevator, handicap accessibility codes and General Administrative Rules.
14. Maintaining a current copy of the Indiana Uniform Manual of Traffic Control Devices.
15. Maintaining relationships with all businesses and industries including annual visits.
16. Assisting with tax abatement applications.
17. Assisting engineering firms with plans for street and utility upgrades.
18. Assisting with the bidding process for utility, street, building projects and vehicle purchases.

19. Assisting employees with health insurance, short-term disability and workman's comp claims.
20. Maintaining and recommending insurance policies for property, liability, work comp, short-term disability and health coverage. Includes filing claims for all insurance policies.
21. Attending meetings of regional or state organizations.
22. Attending meetings relative to Wholesale Power contracts.
23. Recruiting new housing developers.
24. High level management of development of new industrial ground.
25. High level management of new housing additions development.
26. Seeking advice from Town Attorney for legal matters related to Town business and utilities.
27. Maintaining OSHA safety plans.
28. Maintaining OSHA record for accidents and sicknesses.
29. Recommending adjustments to utility rates and charges.
30. Assisting Department Heads on high level basis.
32. Attending Restore Avilla meetings. (downtown revitalization).
33. Other duties as the Town Council may determine.