

TOWN MANAGER

Job Description:

The town manager is the Chief Administrative Officer (CAO) of the Town. The town manager is responsible to the Mayor and the Council for the proper administration of all affairs of the Town.

Minimum qualifications for this position include a Bachelor's degree and a minimum of five years of progressively responsible experience in local government, including three year's supervision and/or executive level management.

Preferred qualifications include a Master's degree in public administration or a closely related field and strong human resources/employee relations, fiscal management, economic development, and regional and intergovernmental expertise. Exceptional communication skills, both orally and in writing, including the ability to actively listen and communicate with a wide range of individuals and all segments of the community as well as a proven record of transparency in management are preferred. Work in a full-service council-manager government is preferred but not required.

Per Town Charter, residency within the Town is not required at the time of appointment, but during his/her tenure of office shall reside within the Town or in the immediate vicinity thereof.

The Town of Tappahannock offers an excellent benefit package that includes health insurance options, dental insurance, Virginia State Retirement System and paid time off.

Supplemental Resumes may be sent with Cover Letters.

Resumes may be sent to:

Town of Tappahannock

ATTENTION: ROY M. GLADDING

P.O. Box 266

915 Church Lane

Tappahannock, Virginia 22560

JOB DEADLINE: June 1, 2020 or until filled

POSITION: Full Time

SALARY: Negotiable Based on experience and education

JOB CATEGORY: Town Manager

JOB LOCATION: Tappahannock, Virginia

CITY, COUNTY OR TOWN: Town of Tappahannock