



## TOWN OF DUMFRIES, VIRGINIA TOWN MANGER

**The Town of Dumfries, Virginia** (5,750), a growing community set in Prince William County and Virginia's oldest town, invites candidates to apply for the position of Town Manager.

The Town operates under the council-manager form of government, with the Town Council serving as the governing body of the Town and the Town Manager serving as the Chief Administrative Officer. The Town Manager, appointed by the Town Council, is charged with the responsibility of managing the day-to-day operations of the Town, coordinating work among Town departments and ensuring that the Town operates as a smoothly functioning organization which provides a high level of service to its citizens. The Town Manager oversees all Town departments which collectively provide a wide range of high quality services to the Town's citizens. For Fiscal Year 2017, the Town is operating with a budget of \$4.9 million and is supported by 28 full-time employees that provide services ranging from economic development to community services and police. The Town's tax/revenue base is solid and has supported the Town's programs while lowering property taxes, BPOL and fees levied on businesses.

Minimum qualifications for the position include a bachelor's degree in public or business administration, finance, planning or related field, with a master's degree preferred. A minimum of five to seven years of public management experience as a chief administrative officer or in a responsible local government or private sector position is required. Past experience must include familiarity in areas that include community services, revitalization, planning, public administration, finance, human resources and public relations. Experience blending the history of the community with new development and successfully balancing commercial and residential growth in a growing and redeveloping area is an important consideration. Designation as an ICMA Credentialed Manager is a plus. The full recruitment brochure may be found at <https://waters-company.recruitmenthome.com/postings/1076>.

The salary for the position is negotiable, based upon qualifications and experience. An attractive benefits package is offered including participation in the Virginia Retirement System, vacation and sick leave, group life insurance, family medical insurance, provision of vehicle allowance for Town related business use only, professional dues and conference expenses. Residence required within or within a negotiated distance of the Town, with incentives provided for residency within the Town. The Town will reimburse moving expenses on a negotiated basis.

The position will remain open until filled. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references online by visiting Waters & Company website at <https://waters-company.recruitmenthome.com>. Following the filing date, résumés will be screened by Waters & Company and the Town will review recommended candidates who most closely meet the established criteria. For more information, please contact us at [richmond@waters-company.com](mailto:richmond@waters-company.com).

*The Town of Dumfries is an Equal Opportunity Employer.*