

**TOWN OF CAPE CHARLES, VIRGINIA
TOWN MANAGER**

The historic town of Cape Charles, Virginia, located near the southern tip of Virginia's Eastern Shore, invites applicants for the position of Town Manager.

Minimum requirements for the position include a bachelor's degree in finance, public or business administration with a master's degree preferred. A minimum of three years of public and/or private sector management with significant experience dealing directly with local government as a manager, deputy or assistant, or department head in an organization with similar or greater complexity, budget and staffing is preferred.

Competitive candidates must demonstrate achievement in a broad range of areas, including working effectively with a Town Council, the community, and businesses, and promoting economic development. For a full profile describing the position, please visit www.capecharles.org and click on Employment Opportunities.

The salary for the position is negotiable, within a range of \$75,000 to \$100,000, based on qualifications and experience. Benefits include participation in Virginia Retirement System, vacation and sick leave, group life and disability insurance, medical insurance, professional dues and conference expenses.

Cape Charles has a diverse population of about 1,000 year-round residents, which grows to over 3,000 during the summer. It offers a wide array of recreational and cultural activities, including a beach, fishing, boating, golf, concerts and other performing arts, and a healthy sense of community and volunteerism. The town is located 45 minutes north of Virginia Beach with easy access to the Norfolk International Airport and major highways.

The Cape Charles town government provides a wide range of services to a growing number of year-round residents and visitors and is widely recognized for its efforts to promote a high quality of life. The Town's FY 2018 budget is \$7.2 million with current debt at only 28% of its legal limit.

This position will remain open until filled with the first review of applications on April 16, 2018. To apply send a cover letter and resume with salary history to Libby Hume, Town Clerk, Town of Cape Charles, 2 Plum Street, Cape Charles, Virginia 23310, Fax 757-331-4820, or email clerk@capecharles.org. Electronic submissions are preferred.

The Town of Cape Charles, Virginia is an Equal Opportunity Employer.