

**MIDDLEBURG, VIRGINIA  
TOWN ADMINISTRATOR**

Middleburg, Virginia is seeking a Town Administrator to provide organizational leadership and managerial direction. The next Town Administrator will be dynamic, tactful, discrete, diplomatic, apolitical, and honest with the ability to lead, delegate, motivate and inspire with a willingness to listen to others, build consensus and drive decision-making to conclusion.

The Administrator is responsible to the Council and the Citizens of Middleburg for leading Town projects, driving change to help boost the town's economy for all citizens, assisting with the develop of and then executing the Town's strategic vision and plan, as well as the proper administration of all town affairs. This includes leadership of all town departments, 13 full-time employees, property, the preparation and implementation of an annual budget and any other duties as prescribed by the Council.

The successful candidate must have a bachelor's degree and a master's degree is preferred. At least five (5) years of progressively responsible experience in organizational administration leading a diverse team of individual contributors is needed. At the Town's discretion, any equivalent combination of education, training, and experience may be substituted which provides the requisite skills and abilities for this job.

The Town of Middleburg offers a competitive salary based on qualifications and experience. Benefits include but are not limited to participation in the Virginia Retirement System, paid leave, life insurance, disability insurance and health insurance.

The position is open until filled but applicants are encouraged to apply by **September 24, 2018**. To be considered, please submit your cover letter and résumé at <https://springsted-waters.recruitmenthome.com/postings/2061>. Applications will be screened against criteria provided in the recruitment brochure. For more information, contact Steve Miner at [richmond@springsted.com](mailto:richmond@springsted.com) or (804) 726-9748.

*Middleburg is an Equal Opportunity Employer.*