

Town Manager Town of Smithfield, VA

The Town of Smithfield, VA is currently accepting resumes for the position of Town Manager. The Town Manager is the Chief Administrative Officer (CAO) of the Town. The Manager is responsible to the Mayor and the Council for the proper administration of all affairs of the Town. Under provisions of the Town Charter and Code, the Town Manager sees that all laws, ordinances, resolutions, and bylaws of the Council are faithfully enforced, attends all meetings of the Council, makes recommendations to the Council for adopting such measures as he/she may deem necessary or expedient, and makes reports to the Council from time to time upon the affairs of the Town and keeps the Council fully advised of the Town's financial condition and its future financial needs.

Located on the banks of the Pagan River in Isle of Wight County, Smithfield was incorporated in 1752. Currently the Town has an approximate population of 8,364 and is approximately 10.1 square miles in size. The Town operates under a Council-Manager form of government. The governing body consists of seven (7) elected Council members at large under staggered terms. The Mayor and Vice-Mayor are elected among the Council members every two (2) years.

Minimum qualifications for this position include a Bachelor's degree and a minimum of five (5) years of progressively responsible experience in local government, including three years' 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. ICMA-CM and work in a full-service council-manager government are 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 with the Town, or in the immediate vicinity thereof.

The salary range for the Town Manager is \$94,945 - \$149,215, depending on qualifications, with an excellent benefit package that includes health insurance options, dental insurance, Virginia State Retirement System, and paid time off.

Applications will be received through close of business on November 29, 2019 and may be completed online at www.smithfieldva.gov or may be picked up in person at Town Hall, 310 Institute Street, Smithfield, VA 23430. Supplemental resumes/cover letters may be emailed to arogers@smithfieldva.gov.

The Town of Smithfield is an Equal Opportunity Employer.