

The City of Salem, VA is currently accepting applications for the position of Assistant City Manager. The City of Salem has a population of 25,500 and is surrounded by Roanoke County and borders Roanoke City. The Assistant City Manager will play a vital role in providing leadership and working with the City Manager in a variety of areas pertaining to the administration of city services in various departments. Actual departments assigned will depend on the chosen candidate's background and experience. The Assistant City Manager performs complex professional and administrative work in assisting the City Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the City Government. The preferred candidate will have graduated from an accredited college or university with extensive work in municipal government with a Bachelor's Degree in Public Administration, Urban Planning, or related field with five to ten years of high-level management experience and/or training; or equivalent combination of education and experience. Master's Degree is preferred.

The candidate must possess a valid appropriate driver's permit issued by the Commonwealth of Virginia. Must be a City resident or secure residence within the City limits within 6 months of employment. An offer of employment will be contingent on background criminal/credit history check and pre-employment drug screen. The position will be opened until filled with the first scheduled screening on January 8, 2020. Interested candidates must submit by email a cover letter, resume, five job-related references, and salary history to Mayor Randy Foley at [rfoley@salemva.gov](mailto:rfoley@salemva.gov). For additional information visit [www.salemva.gov](http://www.salemva.gov). EOE