

THE TOWN OF FRONT ROYAL, VIRGINIA IS SEEKING A TOWN MANAGER

The Community

The Town of Front Royal, Virginia, is located approximately 76 miles west of Washington, D.C. at the confluence of the North and South Forks of the Shenandoah River. Front Royal functions as the county seat of Warren County and is the only incorporated town in the county. Originally a frontier crossroad where three major 18th-century travel routes intersected, Front Royal was incorporated in 1788 and boasts a rich history.

As the northern gateway to the Shenandoah Valley and Shenandoah National Park, Front Royal is a popular tourist center with an average of 36,000 annual visitors. The Town offers numerous outdoor recreational activities including camping, ziplining, hunting, and hiking on the Appalachian Trail. Other activities in the area include hot air balloons and plane rides, golfing, geocaching, and horseback riding. Front Royal offers a plethora of wineries and breweries and a thriving arts scene. The Town's vivid history is on display with numerous American Civil War attractions and a Historic District listed on the National Register of Historic Places.



Front Royal offers easy access around the region via US 340 and US 522, as well as intercity and commuter bus services with stops in Blacksburg and the DC area. Serving as the county seat of Warren County, it is situated at the intersection of two very dynamic regional economies - the Northern Shenandoah Valley and Northern Virginia - and is part of the Washington-Arlington-Alexandria Metropolitan Statistical Region. Major employers in the Town or County include Axalta Inc., Ferguson Enterprises, Inc. Interbake Foods, Inc., Jackson Furniture Co. of Virginia and Toray Plastics. The Town is home to Warren Memorial Hospital, one of the largest non-manufacturing employers in the area. The Town is part of the Warren County Public School system, and there are multiple public and private K-12 schools available, including the historic Randolph-Macon Academy, as well as Christendom College. The Smithsonian Conservation Biology Institute (SCBI), a world leader of species preservation and affiliated with the National Zoo, and its Smithsonian-Mason School of Conservation is located just outside of the Town on part of the former US Army's Quartermaster Corp's Remount Station.

The Organization

The Town of Front Royal was first incorporated by the Virginia General Assembly in 1788. Its Charter was formed in 1937 and has been amended numerous times since. It is governed by an elected Mayor and a six-member Council. Its charter is available online at <https://law.lis.virginia.gov/charters/front-royal/>.

Organizational Structure. The Town is governed under a Council/Manager form of government. Municipal officers consist of a mayor, six councilmen, a town manager, a town treasurer, and a town clerk who also serves as the clerk of town council, and such other officers as may be designated by duly enacted ordinances. The town treasurer may additionally, by ordinance, serve as the town's finance director. The town manager, town attorney and town clerk are appointed by the council. In addition, the Council appoints a Vice-Mayor to act in the Mayor's absence.

The Mayor serves two (2) year terms and the Councilmen serve four (4) year terms and each may succeed themselves if reelected by voters. All are elected at-large and the Council members are elected on staggered terms of three members every two (2) years. Elections are held in November with officials taking office on January 1 of the following year. The Mayor may bring issues to Council and make recommendations but may not vote on issues before Council, except in the case of a tie on any matter properly before Council.

The Town Manager serves as the Chief Administrative Officer of the Town and shall be chosen solely based on their executive and administrative qualifications. The Manager need not be a resident when appointed but must become a resident of the Town during their term of office, the length of which shall be established by the direction of the Town Council.

Town Structure and Employees. The Town employs approximately 175 full-time staff and operates as a full-service municipal government with ten (10) departments, including Energy Services (electric), Public Works, Finance, Human Resources, Police, IT, Planning and Zoning (recently restructured), Risk Management, and Fleet and Tourism. It has, besides the Town Manager, a Town Attorney and Town Engineer.

Budget and Fiscal Condition. The Town's latest CAFR (2019) indicates a net positive change of position of \$1.835 million on combined revenues of \$46.474 million in both governmental and business-type activities for year ending June 30, 2019. Combined expenses were \$44.589 million, including depreciation of \$4.053 million. Significant future capital needs have been identified, with most anticipated under enterprise activity. On June 30, 2019, the Town had an unassigned fund balance of \$7.169 million or 37.6% of total general fund expenditures, with total fund balance of 68.3% of total general fund expenditures. The latest Town CAFR may be found at: <https://www.frontroyalva.com/DocumentCenter/View/2076/2019-CAFR-Report>.

Fire/Police services. The Front Royal Police Department is a full-service law enforcement agency staffed by 39 certified officers, 14 full-time and 3 part-time civilian personnel, and 2 police canine. Fire protection is provided by the Front Royal Volunteer Fire and Rescue company, a combined volunteer and County-funded paid department running approximately 3,500 calls annually.

Credit rating. The Town of Front Royal and its water and sewer functions maintain an "A" rating from Standard and Poor's and from Moody's for general obligation debt.



The Position

The Town Manager is appointed to serve at the pleasure of the Town Council and is responsible for monitoring, planning, organizing, assigning and reviewing activities as directed by the Council. They are accountable to the Town Council. Serving as the chief administrative officer for the Town, duties include the general management of the administrative affairs and work of the Town; implementing service programs including water and sewer, electric, and solid waste collection systems; planning/zoning and economic development; and preparations of reports and proposals for the Town Council. The Town Manager shall employ and discharge town employees subject to Council determination of need for the position. They supervise a direct staff of 12 and an indirect staff of approximately 175.

Responsibilities of the Town Manager include:

- Act as liaison between citizens of the Town, the Town Council, and the Town work force.
- Plan, direct, and review the work of Town department heads.
- Select, appoint, and remove subordinate officials and employees.
- Prepare proposed annual budget and keeps the Council advised of the financial condition of the Town, including the status of major projects and programs.
- Prepare periodic and special reports concerning the activities of Town government.
- Attend Council meetings, participate in discussions, coordinate special studies, and reports requested by the Council or on own initiative.
- Represent the Town concerning intergovernmental relations with Warren County and neighboring counties, towns and cities.
- Attend professional meetings and otherwise keeps abreast of modern developments in municipal government.
- Listen to and investigate citizen and other complaints.
- Discuss and understand Town related issues with citizens.
- Supervise and participate in preparing agendas and agenda material for Town Council consideration.
- Advise Council in financial and legislative matters.
- Plan for future development growth and expansion in public services.
- Plan for economic growth.
- Conduct staff meetings and encourage department heads in self-development in their fields of expertise.
- Perform a wide variety of related administrative tasks.
- Perform related tasks as directed by Council.

Leadership Opportunities

The position offers several immediate opportunities for leadership. Among them are:

- Clear expression of professionally developed positions to Council in a clear, cogent manner based on experience and knowledge in local government activities as to how to best serve citizens of the Town while focusing on the Town's long-term interests.
- Building trust and rapport with citizens through active listening and communication over matters of concern and interest.
- Use of personal leadership skills to help repair damage to intergovernmental relations arising from misappropriation (by others) of Town/County EDA loan funds.
- Helping to develop a welcoming approach to investment in the community which can be expected to provide positive economic outcomes and a stronger tax base.
- Guided by Council policy and direction; developing and achieving growth goals while understanding and applying the Town Council's values of a conservative approach to the use of Town resources.
- Help develop ways to improve services to the public.



Desired Capabilities

- Empathy, trustworthiness, integrity, wisdom and good listening skills are all essential capabilities needed for the position
- Knowledge and ability to manage others to produce desired on-time and on-budget results, using resources available to accomplish Council's goals in an effective manner
- Knowledge and ability to assess, maintain and improve needed skills of Town personnel
- Knowledge and ability to recognize and act when change is needed in personnel structure, personnel complement or individual cases
- Prioritizes and completes tasks; is detail oriented, disciplined and organized in their work habits and approaches
- Strong fiscal skill and knowledge of public finance, capital programs and enterprise operations
- Ability to balance often disparate input from staff, Council and the public
- Strong analytical skills coupled with the ability to visualize, articulate, conceptualize or solve problems
- Communicates and expresses conclusions and arguments in a clear and concise manner, both verbally and in writing; should have ability to "listen to understand" others
- Capable of multi-tasking and working in an efficient manner while under pressure
- Maintains effective working relationships with elected officials, Town Attorney, department heads, Warren Board of Supervisors and EDA; ability to work effectively with Mayor and Council through disagreements
- Possesses an outgoing, friendly personality; develops positive relationships with local businesses and community members
- Ability to interact with citizens having a variety of cultural and life experiences, as the Town has attracted a variety of new residents from outside the area
- Delegates and holds staff accountable; able to lead effectively without micromanaging; inspires personnel and leads by example
- Growth-oriented while also fiscally conservative; comfortable with change and innovation
- Champions the long-term best interests of the Town's citizens; has ability to connect and build trust with the public
- Possesses a strong sense of self; ability to express opinions in a non-judgmental manner; supports positions with facts and data, pressing case when appropriate yet capable of accepting and fully implementing Council's judgment when it differs from their recommendations
- Exercises sound judgement; applies principles of logical or scientific thinking to a wide range of problems

Qualifications and Experience

This position requires a Bachelor's degree in Business or Public Administration or related field, Master's preferred, and a minimum of 5 years of experience planning and directing major programs of local public services or any equivalent combination of education and experience. The ideal candidate will have thorough knowledge of federal, state and local laws, regulations and policies applicable to the structure, programs, and practices in conducting public services through Town government.

Compensation and Benefits

The Council understands the need for a capable leader in order to respect both the history and future potential of the Town. Therefore, the starting salary for this position may vary based on the extent of the match between the successful candidate's experience, skills, knowledge and abilities to those specified herein. The Town of Front Royal offers a competitive benefits program including health insurance, participation in the Virginia Retirement System, and wellness and employee assistance programs. Relocation and other assistance are negotiable.

Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2548>

This position is open until filled; first review of resumes occurs on May 1, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact **Steve Miner** at steve.miner@bakertilly.com or 804-240-9760.

For more information about The Town of Front Royal, please visit: <https://www.frontroyalva.com/>

The Town of Front Royal is an Equal Opportunity Employer.



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