

Town Manager  
Town of Windsor, VA

The Town of Windsor, 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 Town 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.

The Town of Windsor is located on Route 460 just west of the City of Suffolk. We have a population of 2,626. The Town of Windsor is governed by a seven member Town Council. All members of the Town Council are elected at large, to include the Mayor.

Minimum qualifications for this positions include a Bachelor's degree and a minimum of five (5) years of progressively responsible experience in local government, including three (3) 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 the Town Charter, the Town Manager may reside outside of Town limits only with the approval of Town Council.

The salary for the Town manager is dependent on qualifications and experience. Compensation includes an excellent benefits package that includes health insurance, dental insurance, Virginia State Retirement System and paid time off.

Applications will be received through the close of business on May 11, 2020

The Town of Windsor is an Equal Opportunity Employer