TOWN OF
Lawrenceville
VIRGINIA

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Town Manager

TOWN OF LAWRENCEVILLE

The Town of Lawrenceville, in Brunswick County, VA is seeking an energetic, well rounded local government professional to perform high level administrative and technical work in directing and supervising the administration of town services. The new Town Manager will work cooperatively under the broad policy guidance of the elected Mayor and Town Council. This is a council appointed position.

The provision of public water and wastewater service, both inside the town corporate limits and areas adjacent to the town are important functions for the Town of Lawrenceville. Thus, a significant amount of the manager's overall responsibilities requires direct involvement in the operation and maintenance of these utility systems.

Preferred qualifications include graduation from an accredited four-year college or university with a degree in public administration, political science, business management or a closely related field. A minimum of five years of experience in the facets of municipal administration is desired of the successful candidate. Solid planning, economic development, and communication skills are also highly valued.

This is an excellent opportunity to be part of a small-town team looking for progressive ideas. Although town residency is not required, the manager is expected to invest time in community minded leadership and be involved in town activities. Please visit www.lawrencevilleweb.us to view the complete Town Manager job description.

Qualified candidates must submit a cover letter and resume to the attention of:
Interim Town Manager/Chief Everette L. Gibson
400 North Main Street
Lawrenceville, VA 23868
elgibson@lawrencevilleweb.com

Position is open until filled, with the first review of applications beginning July 15, 2020. Starting salary is negotiable based on experience and education. EOE.

POSITION DESCRIPTION

Class Title:

TOWN MANAGER

GENERAL PURPOSE: Performs high level administrative, technical and professional work in directing and supervising the administration of town government. The Town Manager is expected to deal with many issues of water and wastewater systems on a daily basis.

SUPERVISION RECEIVED: Works under the broad policy guidance of the Mayor and Council.

SUPERVISION EXERCISED: Exercises supervision over all municipal employees either directly or through subordinate supervisors.

ESSENTIAL DUTIES AND RESPONSIBILTIES: Manages and supervises all departments, agencies and offices of the town to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed. Provides professional advice to the town Council and department heads; makes presentations to councils, boards, commissions, civic groups and the general public. Communicates official plans, policies and procedures to staff and the general public. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time. Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations. Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures. Maintains harmony among workers and resolves grievances; Performs or assists subordinates in performing duties; adjusts errors and complaints. Prepares a variety of studies, reports and related information for decision-making purposes. Appoints and removes all officers, and employees of the town, except members of the council. Sees that all laws and ordinances are faithfully performed. Prepares and submits a preliminary annual Town budget. Administers the adopted budget of the Town. Advises the Town Council of financial conditions and current and future town needs. Attends all meetings of the Council at which attendance may be required by the Council.

PERIPHERAL DUTIES: Recommends for adoption by the council such measures as manager may deem necessary or expedient. Prepares and submits to the council such reports as may be required by that body or as manager may deem it advisable to submit. May serve as the head of one or more departments of town government.

SPECIAL DUTIES: A significant amount (40-60%) of the Town Manager's daily activity will involve dealing with the issues of running a water and sewer system and the billing, expensing, complying and improving the existing systems. Completes and submits required monthly, quarterly and annual reports as required by VDH for the water plant and current three water systems. Completes and submits required monthly and annual reports as required by DEQ for the wastewater plants. Monitors compliance with testing schedules and limits for the water and wastewater system. Works with the appropriate State agencies on compliance issues with the regulations as they apply to water and sewer. Provide professional advice to the water and sewer utility customers concerning water quality issues, water usage issues, and repair issues.

DESIRED MINIMUM QUALIFICATIONS: Education and Experience: (A) Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five (5) years of experience as a municipal administrator.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: (A) Considerable knowledge of modern policies and practices of public administration; working knowledge of municipal finance, human resources, public works, public safety, and community development; (B) Skill in preparing and administering municipal budgets; skill in planning, directing and administering municipal programs; skill in operating the listed tools and equipment; (C) Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, town officials and the public; ability to efficiently and effectively administer a municipal government; (D) A thorough knowledge of water and sewer regulations, treatment plants, distribution systems, collection systems, metering, billing and accounting software. .

SPECIAL REQUIREMENTS: Must be bondable.
TOOLS AND EQUIPMENT USED: Requires frequent use of personal computer, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must lift and/or move up to 50 pounds occassionallly. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderately quiet.

SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.