



## Position Description

The Town of Bluefield is actively seeking applicants to fulfill the position of Town Manager. The Town of Bluefield exercises a Council-Manager form of government. This position is appointed position by the Town Council and with work being performed under the general direction of the Town Council who review the work through observation, regular meetings, and performance driven results. The position of Town Manager would serve as the Chief Administrative Officer and Personnel Officer for the Town of Bluefield and would be directly responsible to perform all aspects related to the coordination and management of Town business, finance and administration. The requirements listed in this job description are required but not limited to the following:

### **Daily Job Functions:**

- Direct and manage department heads in the daily operation of the town. Supervise department heads and staff and coordinate the establishment, implementation, and maintenance of daily departmental responsibilities. Oversee staff in the development of methodologies, procedures, and departmental success-based goals.
- Personnel administration to include: posting of employment opportunities, interviews of prospecting personnel, supervision, evaluation, discipline, and discharges of subordinate employees. Review of all disciplinary and performance evaluation matters.
- Development and preparation of the Town budget, to include expense, revenue, and capital improvement budgets. Forecasting of monthly, quarterly, and annual revenues and reporting to Town Council on such matters.
- Supervision of all operations of the Town as outlined in the Town Charter, Town Code, and as directed by decisions set forth by the Town Council.
- Directly responsible for capital projects for all town facilities, streetscapes, water utility, and general construction.
- Interaction with the Town Council by providing direct administrative assistance and advice to the members of the Town Council and committees.
- Provide assistance in oversight the regulatory responsibilities of Town Department Heads and the Zoning Administrator.
- Frequent consultation with Town Attorney(s) for legal counsel.
- Oversight for the procurement of all goods and services for the Town of Bluefield.
- Ensure business continuity by delegation or transitioning of responsibilities during absences.
- Performs related duties as assigned.

**Qualifications, Education:**

- Bachelor's degree (Master's degree preferred) with coursework in Public Administration, Business Administration, Government, Finance, or related fields; equivalent professional experience may be considered.
- Demonstrate three to five years of successful leadership at a senior/administrative level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of town government operations. Local government experience in the State of Virginia as a manager, deputy, or assistant is desirable. A working knowledge of accounting and budget process.
- A record of being an active member of one's local community, through participation in local service organizations and volunteer activities.
- Experience and/or education with planning & zoning, grant writing, emergency response plans, economic development, labor relations and project management.
- Strong interpersonal skills with the ability to organize and administer meetings in a public setting. Development and sustainment of professional relationships, spirit of partnership.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

To apply please send resume to [clerk@bluefieldva.org](mailto:clerk@bluefieldva.org) or mail to Town Hall, 112 Huffard Drive, Bluefield, Virginia 24605, Attention: Town Clerk