

TOWN OF GROTTUES
TOWN MANAGER

The Town of Grottoes located in Rockingham County, Virginia, in the heart of the Shenandoah Valley, along the beautiful South Fork of the Shenandoah River, seeks a well-qualified applicant for its Town Manager position.

The Town Manager is appointed by and works under the direction of the Mayor and six-member elected Town Council. The Town has an overall budget of approximately \$2.9 million with a staff of 19 full and approximately 30 part-time employees. The Town Manger serves as the chief administrative officer. Services provided by the Town include police, public works, maintenance, water and sewer, and recreation. The Town owns and operates Grand Caverns, a regional tourist attraction.

The position requires thorough understanding of operating principles for town services, as well as strong skills in budgeting, staffing, and supervision. A working knowledge of accounting and budget process, and experience and/or education with planning & zoning, management of public utilities, grant writing, economic development, and project management is preferred. Solid interpersonal skills and active involvement within the community are highly desired.

A bachelor's degree in relevant field is required; master's degree is preferred. Candidates should have three to five years of successful leadership at a senior/administrative level in an organization with comparable responsibilities and possess 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.

The position is open until filled. Priority consideration given to applications received by January 11, 2021. For further information call Tara Morris, Clerk at (540)249-5896. Submit letter of interest, resume, three professional references, and salary requirements to townmanager@ci.grottoes.va.us. EOE.