



## Town of Front Royal

### Assistant Town Manager

Pay Grade: G19 Salary Range \$90,000 - \$144,000

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**Employment Status:** Full-time

**FLSA Status:** Exempt

**Experience Required:** Three to five years of successful leadership at a senior/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of local government operations; and consistently increasing responsibilities in career growth

**Minimum Education Requirements:** A Bachelor's degree in Public Administration, Business Administration, Planning, Engineering, or a related field; Master's degree is highly desirable and preferred.

**Direct Supervisor:** Town Manager

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#### **Salary and Benefits**

The hiring range is \$90,000-105,000. Base salary and compensation are negotiable based on experience and qualifications. The Town offers a comprehensive benefits package ([Human Resources | Front Royal, VA](#)).

Residency within Town or Warren County limits is required.

**To apply,** email a cover letter with resume, salary history and five professional references to Ms. Laura McIntosh, Interim Human Resource Director at [LMcIntosh@frontroyalva.com](mailto:LMcIntosh@frontroyalva.com)

Resume review begins May 3, 2021. Finalists will participate in interviews and skill assessments on May 17-18, 2021. Interviews with the Town Manager will follow at a subsequent time. The Town of Front Royal is an Equal Opportunity Employer.

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**Job Summary:** Under limited supervision, this position is responsible for assisting the Town Manager in providing leadership and strategic direction to assigned Town departments; provides leadership in major Town initiatives and serves as Acting Town Manager as necessary. The portfolio for this position includes the infrastructure-focused operating departments/divisions of Public Works, Water Management, Construction Management and Capital Projects, Solid Waste, Fleet Operations, Energy Services, Information Technology, and Purchasing.

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#### **Essential Job Functions**

An employee in this position may be called upon to do any or all of the following essential duties:

- A. Assists the Town Manager in providing leadership and strategic direction for the effective management and provision of services to the citizens of Front Royal.
- B. Provides direct oversight of programs and operations of assigned departments.
- C. Promotes innovation, critical thinking and creativity in developing approaches and solutions to Town needs.
- D. Empowers all levels of staff to be proactive and participatory.
- E. Promotes, encourages, and leads collaboratively in seeking new ways to share resources, ideas, and best practices in order to optimize service delivery organization wide.
- F. Develops, recommends, and articulates goals, objectives, policies, and procedures for Town-wide application in consultation with the Town Manager, elected and appointed officials, senior management, department heads, and department staff in order to establish efficient and responsive operational processes.
- G. Promoting economic development and tourism, both locally and regionally, to provide employment opportunities that will retain and attract businesses.



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- H. Monitors and evaluates Town operations to ensure optimal effectiveness, proper direction, and desired outcomes are achieved.
- I. Represents the Town on local and intergovernmental boards and committees involved with local, regional, and state matters of importance.
- J. Participates in interagency or other meetings or conferences.
- K. Develops and recommends resolution on major issues, projects, or programs.
- L. Provides support to Town Council; makes presentations to elected or appointed officials, regulatory agencies, department heads and staff as well as public or private agencies and groups.
- M. Oversees administrative matters such as the development and coordination of department budgets, administering expenditures for major programs and projects, conducting special studies and other administrative responsibilities.
- N. Responds to inquiries from Town Council, employees, businesses, organizations, and the general public.
- O. Performs other duties as assigned.

#### **Key Priorities**

- A. Proactively communicates and engages with a diversity of stakeholders including citizens, staff, non-portfolio department directors, Council members, and regional partners, in a manner that promotes the values of transparency, accountability, and understanding.
- B. Demonstrates stewardship of infrastructure needs (e.g. sidewalks, stormwater, water management, pavement) and Capital Improvement/Construction projects.
- C. Establish Town's strategic plan and performance measures and ensures the application of systematic and strategic project management principles to identify metrics, action plans, and delivery of project outcomes on-time and on-budget.
- D. Develop Town's 5-year Capital Improvement Plan

#### **Performance Standard**

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the Town's values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

#### **Essential Functions, Qualifications, & Knowledge, Skills, and Abilities (KSA) For Employment**

An employee in this class must have the following knowledge, skills, and abilities upon application:

##### **Knowledge**

- Municipal Government Administration – Comprehensive knowledge of modern principles and practices of municipal government administration preferred. Understands highly complex laws, regulations, executive orders, agency rules, and the democratic political process as it relates to Town Council. Knowledge of current trends and practices related to the use of technology.
- Leadership – Comprehensive knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operations. Knowledge of business and management principles involved in strategic planning, resource allocation, human resource management and leadership.



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- Customer Service – Comprehensive knowledge of principles of effective public relations and interrelationships with citizens, private business, and other levels of government. Sets and meets a high level of standards for the provision of services.
- Budget Management – Fiscally conservative and thorough knowledge of the principles and practices of public budgeting, including public finance.

#### **Skills**

- Judgment and Decision Making – Uses logic and reasoning to analyze, understand, and evaluate complex situations. Identifies the strengths and weaknesses of alternative approaches or solutions to a situation. Exercises appropriate judgment in establishing priorities. Considers the relative costs and benefits of potential actions.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees, citizens, community and private organizations, elected officials, boards, and commissions. Handles all interactions with poise, tact, and diplomacy.

#### **Abilities**

- Coordination of Work – Highly developed ability to manage, organize and direct the work of others; prepares and mentors managers to assume broader leadership roles.
- Communication – Excellent ability to shape and implement policy. Facilitates and synthesizes multiple points of view to gain cooperation through discussion and persuasion. Ability to communicate complex ideas and proposals effectively.

#### **Work Environment**

- Office environment, with occasional exposure to outside elements.
- Requires standing, using a keyboard, mouse, and other computer hardware.

#### **Physical Demands**

- This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Prolonged periods of sitting at a desk and working on a computer.
- Work requires climbing, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, operation of machines, and determining the accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.