



Town of Bowling Green, Virginia **TOWN MANAGER RECRUITMENT**

Invitation to Qualified Candidates

INTRODUCTION

The Town of Bowling Green is seeking a proactive, energetic, innovative, and experienced leader to serve as its next Town Manager to replace a well-respected incumbent. The Town operates under the Council - Manager form of government. Candidates will find a highly engaged seven-member Council lead by an elected Mayor. Council is elected to 4-year staggered terms.

The Town of Bowling Green, with a population of approximately 1200, has a diverse, dynamic, and active citizenry that participates enthusiastically in all aspects of town government.

This profile is intended for use as a resource in the search for the next Town Manager. Although it is expected that candidates with a sincere interest in the position will do their own research, this page provides valuable information and links for candidates considering their fit with the Bowling Green community. Much information is provided herein, but candidates are encouraged to learn more about the position by exploring the Town's website: www.townofbowlinggreen.com

ABOUT BOWLING GREEN

Bowling Green is located in the center of beautiful Caroline County, Virginia at the intersection of US Route 301 and State Routes 207 and 2, and just eleven miles east of Exit 104 of Interstate Highway 95. A downtown district along the historic Main Street is home to an arts and music scene, local food and dining, and an array of independent shops. In 2011, Town Council created a utility service district along the Route 301 North corridor that borders Fort A.P. Hill. Council's vision in expanding water and sewer improvements to the largely undeveloped area was to enhance economic development along the corridor. These efforts have recently drawn the interest of developers inspiring the Town's Council, Planning Commission, and Economic Development Authority to working collaboratively to plan for future growth in the area.



The town was named for "The Bowling Green" which was the plantation of town founder, Major John Thomas Hoopes, who donated the land and funds for a new courthouse when the community became the county seat in 1803. The plantation house, known as "Old Mansion," a pre-Georgian tidewater colonial home that was, was built circa 1741 and is one of the oldest houses in original condition in Virginia. Old Mansion is listed on both the Virginia Landmarks Register and the National Register of Historic Places.

In 1941, the United States government acquired 77,000 acres of Caroline County to the North and East of Bowling Green and established the A.P. Hill Military Reservation, now known as Fort A.P. Hill. The Town Hall building, in which the Town Manager and administrative staff offices are located, was originally built by the USO for use by soldiers stationed at Fort A.P. Hill during World War II. Today, Town Hall is one of fourteen USO buildings still in existence in the United States.



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BOWLING GREEN FINANCES

The Town recently restructured its General Ledger to streamline its finances resulting in greater transparency for the public. Bowling Green's annual operating budget is just under \$1.9M. The Water and Sewer operations are funded by Enterprise Accounts that make up roughly half of the annual operating budget. A \$7M Water Distribution System Upgrade Project is currently underway that is financed through a Loan/Grant package through USDA Rural Development.

ABOUT THE JOB

The candidate must possess experience and understanding of growth management to include code administration and enforcement, finance and budget, economic development, intergovernmental relations, personnel development, grant writing and administration, and maintaining positive lines of communication at all levels. Familiarity with water and wastewater operations is a must.

The Town Manager oversees and provides guidance to all Town Departments including Admin. and Finance, Economic Development, Public Works, Utilities, and Police.

Starting salary \$78,000+ depending on experience. Full range of benefits to include health insurance with option of deferred comp for opt. out, and participation in the Virginia Retirement System.

IDEAL CANDIDATE PROFILE

The Ideal Candidate for the position of Bowling Green Town Manager will have:

- A bachelor's degree in public administration or similarly related field is required.
- At least 5 years of demonstrated senior level leadership in public management or similar relevant, transfer-able experience in an organization with comparable complexity.
- Demonstrated career-long foundation of impeccable professional and personal ethical standards, integrity, respect, honesty, and accountability.

- A career record of creative and innovative financial budget management, and strategic capital planning skills with an ability to seek input from elected and appointed officials, while listening to constituent needs and desires for the community.

- A collaborative and deliberative style of management that allows for and promotes community involvement by an engaged, caring, and diverse citizenry. A leader by example who empowers and trust managers and staff to run their organization. Avoids being a micromanager.





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A manager who appreciates the hard work municipal employees are engaged in and supports their efforts by recognizing and appreciating their professionalism. A visible manager who gets out of the office and engages with staff and the community at large.

Ability to be intellectually challenged in solving complex issues by researching and thoroughly understanding the matter before the community. Identify innovative, bold, and creative solutions to build consensus, while understanding and allowing for divergent opinions from all affected parties.

Candidate must demonstrate a history of effective and persuasive public speaking, while using the latest technology to enhance oral/visual presentations before town officials and the general public.

Extensive knowledge and experience in negotiations within a collective bargaining environment, while also maintaining the ability to establish fair, respectful and harmonious relationships with leadership within the county.

Ability to listen, empower and support the various constituents in the local government particularly the many volunteer boards and committee members who help provide the highest level of customer service and professional results to the community.

Commitment to continuous improvement and excellence in public service delivery systems with a strong emphasis in the utilization of evolving IT innovations to improve communications and build added efficiencies in the service delivery systems of the community.

Proven record of nurturing and embracing an established positive culture, while promoting civility and professional decorum in all public discourse.



Demonstrated ability to provide unbiased guidance to all elected and appointed officials, and a varied and changing local demographic within the community.

Willingness to manage town business in an open, diplomatic and transparent manner.

A proven skill set that allows the manager to multitask a myriad of complex issues, while remaining focused on Council's priorities.

Skills in working collaboratively, cooperatively and building consensus with a strong emphasis on maintaining a positive, productive relationship between elected and appointed officials.



TO APPLY

Email cover letter, resume, and salary history with a minimum of 5 professional references, to recruitment@townofbowlinggreen.com. Position open until filled.