

Town of Altavista, Virginia

**Assistant Town Manager**

The Assistant Town Manager performs complex professional and administrative work directing and coordinating administrative functions and assisting the Town Manager in a variety of assignments, overseeing the Town's Transit System and Community Development Division, preparing reports and conducting research, handling special projects, serving in the absence of the Town Manager, and performing related work as apparent or assigned. The Assistant Town Manager may be assigned the responsibility for providing administrative direction and control over groups of departments, depending on skills and experience, and assists the Town Manager in a variety of broad Town management issues. Work is performed under the general direction of the Town Manager. Departmental supervision is exercised over all personnel within assigned duties.

**Education and Experience**

Bachelor's degree with coursework in public administration, or related field and considerable experience in municipal government, or equivalent combination of education and experience to perform essential functions.

Salary DOE/DOQ

**Required application may be obtained at [https://www.altavistava.gov/forms\\_applications/index.php](https://www.altavistava.gov/forms_applications/index.php). If interested, submit a Town application, resume, and salary expectations to Clarence Monday, Interim Town Manager, by Wednesday January 5, 2022. Candidates will be screened in late January by the incoming Town Manager, with interviews of top candidates anticipated in February.**