

## **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. The Town Manager is an appointed position by the Town Council. This position will serve as both the Chief Administrative officer and Chief Executive Officer for the Town of Bluefield. The Town Council will give general direction to the Town Manager and will review his or her performance at its discretion through observation, regular meetings and through an evaluation of results. Upon this review the Council withholds the right to terminate and replace if the Town Manager's performance is deemed unsatisfactory. 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.
- Communicates orally, and in writing, with customer, citizens, the press, civic groups and the Town Council to resolve concerns, problems and answer questions.
- Attend regularly scheduled Town Council meetings, provide information and recommendations as deemed necessary or as requested by members of the Town Council.
- Administration and enforcement of all laws and ordinances set forth by Town of Bluefield Charter.
- Personnel administration to include: posting of employment opportunities, interviews of prospected 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.
- Directly responsible for capital projects for all town facilities, streetscapes, water utility, and general construction.
- Maintains responsibility for intergovernmental relations with other towns, public and private organizations.
- 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.
- 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.
- A minimum of 5 years of Town/City Manager experience 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 e-mail resume to [clerk@bluefieldva.org](mailto:clerk@bluefieldva.org) or mail to:

Town Hall  
Attn: Town Clerk  
112 Huffard Drive  
Bluefield, VA 24605