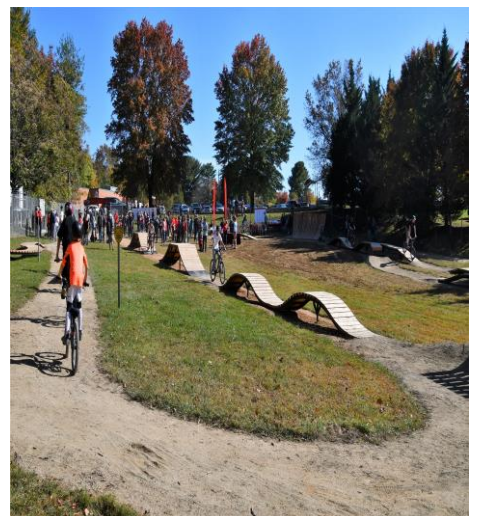




# Town Manager Invitation to Apply





*(Fireman's Field – Home of the Purcellville Camions)*

## About the Town

Known as the western gateway to Loudoun County, the Town of Purcellville is a unique community of approximately 10,000 residents where history and progress intersect and citizens and businesses prosper.

Purcell's Store and Post Office, was established by Valentine Purcell, from whom the Town's name is derived. A blacksmith's shop established around 1848, was also among the Town's earliest businesses. The Town's first public school was built in 1883. On July 9, 1853 the village officially adopted the name Purcellville and on March 14, 1908 the Town was incorporated by an act of the Virginia General Assembly.

Connections are key to the quality of life in Purcellville, as residents engage not only in the beautiful scenery, but in great shopping and dining opportunities in our Downtown area. The Town also features year-round arts, entertainment and cultural activities and during key holidays, citizens enjoy parades down Main Street!

For a more complete description of our Town, please visit [www.purcellvilleva.gov](http://www.purcellvilleva.gov).

## About the Government

The Town of Purcellville operates under the Manager/Council form of government. The Town Council is comprised of a mayor and six council members. The six council members are elected for staggered four-year terms and the Mayor is elected for a two-year term.

Purcellville relies on the Town Manager for management of all daily operational functions while the Mayor/Council is charged with establishing policy, budget and ordinance approval and other duties prescribed by the Code of Virginia.

The Town is a full-service, service-oriented organization with more than 86 employees operating with an annual budget of \$24 million and carries a 'AAA' bond rating as well as GFOA recognition for budgeting and financial reporting. The Town's residents enjoy a high level of service along with a healthy, vibrant, safe environment where residents live and grow in a diverse community that values families and neighbors. Purcellville is frequently recognized as one of Virginia's safest towns by the National Council for Home Safety and Security.



*(Independence Day Parade on Main Street)*

## About the Position

The Town Manager serves as the Chief Administrative/Executive Officer and is appointed by, and responsible to, the Mayor and Council for the administration of all Town affairs as outlined in the Town Charter including:

- Managing activities of Town departments by assigning priorities and objectives to department heads and professional staff; reviewing/approving management reports regarding department and administrative activities.
- Overseeing the preparation and administration of the Town budget focusing on gaining efficiencies in operations and implementing debt reduction strategies; presenting a balanced budget annually to the Mayor and Council for review and approval.
  - Participating in preparation of the Council agenda and related documentation for meetings of the Mayor and Town Council. Prepares an annual report of the Town's accomplishments and awards.
  - Providing leadership and direction in the development of short- and long-range plans, ensuring staff focus remains strong in working toward strategic objectives.
  - Overseeing the faithful execution of policies, laws and ordinances as adopted by the Mayor and Town Council
  - Representing the Town at external meetings and forums, promoting the Town's objectives and initiatives.
  - Providing professional advice to the Mayor and Town Council.

- Attending all meetings of the Council and recommend for adoption such measures as he/she shall deem expedient
- Making reports to the Mayor and Council from time to time upon the affairs of the municipality
- Keeping the Mayor and Council fully advised of the municipality's financial condition and its future financial needs;
- Performing such other duties as may be prescribed by the Council not in conflict with the Town's Charter.

## Challenges and Opportunities

The new Manager will be expected to develop a strong and collaborative working relationship, focused on trust with the Mayor and Council that is defined by transparency, continuous sharing of information concerning governmental operations, regular interactions with the Mayor and Council members to gain timely understanding of specific needs for the Town and a willingness to develop and promote well thought out recommendations for positive change. Roles and responsibilities of the Manager and of the Mayor and Council, as defined by the Charter, must be valued and mutually supported by the Manager and appointed staff.

The new Manager will be expected to develop strong, collaborative working relationships with the Mayor and Council, employees and citizens that recognizes expertise of current staff, demands accountability for job performance and encourages quality customer service. Succession planning should be a major focus of the new Manager to ensure continuity of operations as seasoned employees become eligible for retirement.



## **Minimum Qualifications**

Bachelor's degree required in public administration, business administration, or related degree from an accredited college or university. A minimum of five (5) years of executive level management experience in local governments of similar size and complexity or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities to perform the essential functions of the job. Prior areas of the successful candidate's experience will include strong knowledge of budgeting, finance and debt reduction strategies.

## **The Ideal Candidate**

The ideal candidate for Purcellville's Town Manager position will be an ethical, personable, openminded, and strong leader that analyzes issues and develops and provides alternatives and solutions to problems, implementing innovative solutions which parallel local government best practices. Candidates must demonstrate the ability to work with his/her governing body to articulate and implement the community's supported vision to the community and others.

The successful candidate must project confidence, demonstrate an appropriate energy level for the job, and engage elected officials, staff, citizens and other entities in a manner that builds trust and credibility, demonstrating an unbiased, consistent and firm approach in decision-making. Must demonstrate the skills and experience necessary to assist the Mayor and Council in addressing difficult community issues in a professional and compassionate manner. Experience creating an employee friendly culture focused on a business-like approach, professional development opportunities, succession planning, quality customer service, and accountability for job performance are important factors.

The ideal candidate will also possess active listening skills, along with strong communication, negotiation and interpersonal skills that engages all segments of the community and the Town's leadership team in a positive manner that results in positive outcomes. A major attribute the successful candidate should have demonstrated is a record of regular, concise, and informative communication with the Mayor, Council, staff and others focusing on direct responses to questions which are consistent with the Town's policies, ordinances, plans and stated vision.

## **Compensation and Benefits**

The expected starting salary for the position is negotiable (depending on qualifications of the selected candidate), with a comprehensive benefits package, including health, dental and life insurance. The Town offers an attractive annual and sick leave program. Residency within the Town is preferred, but negotiable in accordance with Town Code requirements. Relocation expenses are negotiable.

## **How to Apply**

Interested candidates must submit a cover letter, resume and at least three (3) job related references (with email and phone numbers), at the [Town of Purcellville website](#) no later than close of business on April 17, 2023. Interested candidates with questions can contact John Anzivino at [janzivino1@purcellvilleva.gov](mailto:janzivino1@purcellvilleva.gov) or 540-751-2354.

The Town of Purcellville is an Equal Opportunity employer. Qualified applicants are considered equally without regard to age, color, disability, marital status, national origin, race, religion, sex veteran status or any other status protected by law. All required information must be complete in order to be considered.