



TOWN MANAGER

CARRBORO, NORTH CAROLINA

First Review of Applications: November 28, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

The Town of Carrboro, North Carolina (pop. 21,230; 6.5 sq. miles) boasts a vibrant, diverse, and well-educated community known for its progressive vibe. Located in Orange County with neighboring Chapel Hill to the west, Carrboro is part of the Raleigh-Durham Research Triangle Park area, anchored by three major research universities: North Carolina State University, Duke University, and University of North Carolina at Chapel Hill. The Town has numerous cultural amenities, a convenient fare-free public transportation system, and a strong sense of community pride and engagement.

Originality is a way of life in this Town, from its one-of-a-kind stores and dining options, to live music and a vibrant arts scene. The Town hosts events such as its very own Carrboro Day, the Carrboro Music Festival, the Carrboro Film Festival, and the annual West End Poetry Festival which contribute to the Town's thriving artistic economy. Since 2010, Carrboro has been certified as a Silver Level Bicycle Friendly Community, continuing to be part of just over 100 communities across the nation to receive this designation.

The Town has a reputation as one of the most progressive communities in the South. Carrboro was the first municipality in North Carolina to elect an openly gay Mayor in 1995 and was also the first in the state to grant domestic partner benefits to same-sex couples. The Black Lives Matter murals around Carrboro highlight and advocate for values that are important to Carrboro.

Carrboro is known for its well-managed growth, commitment to resident input and cultural diversity, an economic base of locally owned businesses, and walkability for residents and visitors. Carrboro is a forward-thinking Town with a welcoming community that strives for innovation, connectivity, and sustainability. Much of the vitality of the Town is generated by resident involvement and participation in local government through a variety of boards, commissions, and committees.

The Chapel Hill - Carrboro City Schools (CHCCS) serves students in the Chapel Hill and Carrboro Townships. CHCCS remains one of the top-ranked public school districts in the United States and North Carolina.

Now is a great time to join the Town of Carrboro as it begins the implementation of its award-winning Carrboro Connects Comprehensive Plan 2022-2042, which is a common vision for the future of Carrboro and a set of goals and strategies to meet that vision with climate action and racial equity as pillars of the plan.



THE ORGANIZATION

Carrboro operates under the council-manager form of government. The Town Council consists of a mayor and six council members. The mayor is elected every two years, presides at all meetings of the Town Council, and votes on all issues to the same extent as any other member of the council. The council members are elected for staggered terms of four years. All elections are at-large and nonpartisan. The November election will bring tremendous change to Carrboro with a new mayor and three new Council seats.

The Town Manager oversees the Town's full-service operations and advises the Council on all matters related to the planning, development, and operating status of the Town departments: Finance, Human Resources, Police, Fire, Public Works, Recreation, Parks and Cultural Resources, Planning, Zoning, and Inspections, Economic Development, Information Technology, and Housing and Community Services. Carrboro employs 175 FTEs. The total Town budget for FY 2023-24 is \$81.1M including a six percent increase in the General Fund.



THE POSITION

The Town Manager is responsible for overseeing all Town services, ensuring the implementation of Town Council policies, and, along with the Assistant Town Manager, leading Department Directors. Additionally, the Town Manager serves as an advisor to the Town Council, providing impartial feedback on policy matters and preparing the annual budget for the Council's consideration. Council members and residents rely on the Town Manager to provide prompt constituent services, deliver comprehensive and unbiased information, present the pros and cons of available options, and anticipate long-term implications.

The successful candidate will possess a unique set of qualities and skills to guide the community in a positive direction. As the Town Manager, the selected candidate will confidently and precisely handle operational decisions. They will also be responsible for ensuring the principles of racial equity and climate action are seamlessly integrated into Council discussions.

This role requires a keen balance between meticulous attention to detail and maintaining a broader perspective, avoiding becoming overly process-driven at the expense of the bigger picture. The Town Manager must also foster and strengthen relationships with key community partners and actively engage with residents and businesses on pertinent issues. The ideal candidate will be unwavering in their commitment to making significant decisions for the greater good of Carrboro. They will embody the principles of servant leadership and actively increase diversity within the Town's workforce. The Town Manager's role includes both fostering team cohesion and holding the staff accountable as they work together toward the Town's progress.



DESIRED CAPABILITIES

The Town Manager will inherit an organization with a strong culture and guiding values; therefore, the Town Manager needs to exemplify high ethical standards in keeping with the leadership responsibilities of the position. The Town Manager will be a dynamic leader who is enthusiastic and compassionate, possessing a broad view of the world in general and knowing how to guide and influence solutions to issues arising in the Town. The successful candidate will:

In addition, the ideal candidate will:

- Convey a deep passion and enthusiasm for the Town of Carrboro in its entirety and be prepared to be fully ingrained in the fabric of the community.
- Bring visionary leadership to the forefront, inspiring and catalyzing the development and implementation of actionable plans, and advocating for and empowering employees, emphasizing their morale and retention.
- Be characterized by unwavering determination and a straightforward communication style.
- Be direct in their ability to communicate in a clear and no-nonsense manner, never hesitating to speak candidly and honestly, even when facing difficult situations or delivering unpleasant news.
- Encourage cross-functional collaboration, creativity, and initiative among departments with support from department directors to develop leadership skills and retain talent.
- Interact effectively with people from different cultural backgrounds, protected classes, and other aspects of human diversity.
- Navigate the political environment while remaining apolitical.
- Possess a resolute demeanor to make tough decisions or address challenging issues that serve the best interest of the Town of Carrboro.
- Be accessible to Town Council, employees, community leadership, and members of the public.
- Engage in intergovernmental relations and collaborative partnerships with our university partners, other local governments - regionally and statewide - and public and private organizations, while protecting the interests of Carrboro.
- Demonstrate an awareness and understanding of the value of creative environmental preservation and conservation and how that contributes to the development of a sustainable community.
- Be fair, firm, or flexible, as required.

LEADERSHIP OPPORTUNITIES

Advance the Town's Interests. The Town Manager will be diplomatic and politically perceptive, respecting the roles in the council-manager form of government and guiding the Council through the transition following the November elections. The Town Manager will develop relationships and build trust, be an effective communicator, and be a strong advocate for the Town and its employees. These skillsets will help the Town Manager deal with challenges head-on and work with staff and Town Council to address stormwater issues, increase the availability of affordable housing, design long-term parking solutions, and provide options to diversify the Town's tax base.

Lead and manage special projects. Carrboro's capital project fund for FY2023-2024 is \$41.4 million and includes the construction of greenways throughout the Town, completion of the 203 Project, and the reconditioning of three existing Town buildings. The 203 Project, a joint Carrboro and Orange County development, will house the Orange County Southern Branch Library, the Orange County Skills Development Center, the Town's recreation, parks, cultural programs, and other activities. The Town Manager will provide high-level management or consultation to these projects and facilitate and align the five-year capital improvement plan with annual budgets along with new technology to increase transparency, track progress, and roll out a new financial model.

Press Forward on Diversity and Racial Equity. The Town of Carrboro envisions being a community where race does not determine outcomes, all residents have equitable opportunities and resources, and participation in community events, programs, and advisory boards represents community demographics. Carrboro strives to be an inclusive and open-minded organization that has a culture created by its diverse staff, which serves the public through a social (racial) justice lens. In 2018, Carrboro became a member of the Government Alliance on Race and Equity (GARE) to standardize and further this work. The Town Manager will embrace the value that diversity brings to Carrboro and ensure that the Town provides opportunities for outreach to all segments of the community, allowing residents and staff to be heard. The successful candidate will have experience in providing government services in ways that do not create inequities.

Sustainability. The Town Manager will take a broad view of sustainability from both a community economic and environmental perspective to advance the Town's climate action goals through two plans - the Energy and Climate Protection Plan and the Community Climate Action Plan.

Fiscal Health and Economic Development. The Town Manager will advise the Town Council on the fiscal impacts of policy decisions and keep an eye on the Town's long-term fiscal health. Downtown Carrboro is primed for major redevelopment while supporting the established local businesses. There are opportunities for building and infrastructure improvements and mixed-use development. The next Town Manager will bring together partners to creatively approach and provide non-traditional, entrepreneurial options. The Town will need to work with economic development stakeholders to reimagine the retail, restaurant, and lodging sectors in Carrboro. The Town Manager will collaborate on regional issues with partners including the Triangle J Council of Governments, to achieve more together than if the Town worked on an initiative alone.

EDUCATION AND EXPERIENCE

The position requires a bachelor's degree from an accredited college or university in public or business administration or a related field, and progressively responsible senior-level administrative management experience in a comparable organization. A master's degree in public or business administration or a related field is a plus, and ICMA-Credentialed Manager designation is strongly preferred. An equivalent combination of education and management experience will be considered. The ideal candidate should have a proven track record of leading the achievement of strategic goals, maintaining transparent communication, practicing sound financial management, fostering productive community partnerships, and actively engaging with residents. The successful candidate will incorporate an equity, diversity, and inclusion framework into policymaking and implementation, community relations, and staff management.

COMPENSATION AND BENEFITS

The salary range for this position is \$160,000 – \$201,000 depending upon qualifications and experience. The Town also provides a generous benefits program including health insurance, annual, sick, holiday, personal, and paid parental leave, and includes a 3% contribution to a 401(k) and participation in the North Carolina Local Governmental Employees Retirement System. Town employees receive a debit card from a medical expense reimbursement program (MERP). It is preloaded with \$6,500 for an individual or \$13,000 for employees with dependents. Click here for more information on the Town of Carrboro's excellent benefits package. Residency in the Town is required within six months after appointment as Town Manager.

APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; however, first review of resumes occurs on **November 28, 2023**. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Anne Lewis at anne.lewis@bakertilly.com.

For more information about the Town of Carrboro, please visit <https://www.townofcarrboro.org/> and <https://www.visitcarrboro.com>.

It is the policy of the Town of Carrboro to foster, maintain, and promote equal employment opportunity. The Town is committed to diversity and inclusion in the workplace. The Town shall select employees on the basis of the applicant's qualifications for the job. No applicant or employee shall be deprived of employment or adversely affected on the basis of age, race, color, religion, sex, national origin, political affiliation, non-disqualifying disability, sexual orientation, marital status, genetic information, gender identity, or gender expression.

