TOWN MANAGER
FLSA Status: Exempt
Town Manager's Office

Salary: $125,000 - $150,000

First Review of Applications: March 8, 2024
Deadline to Apply: April 19, 2024

The Town of South Boston, VA, seeks a dynamic and results-driven town manager to manage day-to-day operations effectively and lead the town to new heights of success. The successful candidate will be assertive and efficient and possess excellent leadership skills to oversee all town affairs, including budgets, personnel, facilities, procurement, public works, grant administration, fire and police services, and public relations. The Town Manager must attend monthly night meetings and work closely with the staff to provide top-quality services to the community. Join our team and make a difference in the lives of the residents of South Boston!

The Town of South Boston offers an attractive compensation package that includes medical and dental coverage, the Virginia Retirement Program (VRS), Short-term and Long-term Disability, Life Insurance, Paid Time Off, an employee assistance program, educational incentives, and various training and growth opportunities.

DUTIES AND RESPONSIBILITIES

Typical duties included, but are not limited to, the following:

- Directs, supervises, motivates, and evaluates the administration of all Town departments; meets with department heads regularly; reviews department's goal progress and redirects as needed
- Evaluate, develop, and recommend fiscal policy that will result in sound fiscal management
- Achieves financial objectives by developing and recommending an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions; and anticipating long-term issues
- Manages the Town's debt and bond issuance to ensure the most efficient use of the Town's bond capacity and borrowed monies
- Supervises the implementation of the Town's capital projects and all projects
- Direct and manage the development and implementation of the Town's goals, objectives, policies, and procedures; recommend improvements and adjustments to the Town Council
- Has oversight of regulatory responsibilities of all town departments and employees
- Oversees the procurement of all goods and services; reviews and approves accounts payable

- Complies with federal, state, and local laws and regulations by studying existing and new legislation; anticipating future legislation; enforcing adherence to requirements; advising management on needed actions
- Interviews, selects, supervises, evaluates, disciplines, and discharges subordinate employees
- Work in close collaboration with the Assistant Town Manager
- Manages town-owned and IDA properties for purposes of economic development
- Maintains rapport with the community by meeting with citizens and advisory groups, reaching out to resolve concerns, and settling disputes

SUPERVISION RECEIVED

Under the Town Charter, this job is appointed by the Town Council to manage the day-to-day operations of The Town of South Boston and reports to the Town Council.

MINIMUM QUALIFICATIONS

Education and Experience:

A Bachelor's degree in Public Administration or related field, or a Master's degree in Public Administration or related field. Five years of senior management experience in municipal government is preferred. Experience working with commissions, boards, and committees is preferred.

Licenses or Certifications:

Valid Virginia Driver's License

Residency Requirement:

The Town Manager **must become a Town or County resident within six months after appointment.** The Town Manager must remain a full-time resident of the Town/County during employment with The Town of South Boston. The Town Manager should list their residential or cellular telephone numbers in directories for general use.

To Apply: Please submit a cover letter, resume, and at least three work-related references to the Town of South Boston, Human Resources Director, 455 Ferry Street, South Boston, VA 24592. You may e-mail your resume and cover letter to trowland@southbostonva.us or apply online at https://southboston.applicantpro.com/jobs