



The Town of Tappahannock, Virginia Is Seeking an Assistant Town Manager



The Community

The Town of Tappahannock (est. pop 3,000) is a charming and historic riverfront community in Tidewater Virginia. Located on the Rappahannock River, Tappahannock features an abundance of natural beauty and is the 'seat' of Essex County. Tappahannock is less than an hour's drive to Richmond and Fredericksburg. Depending on the time of year, the daily traffic count can vary between 20,000 and 30,000 cars traveling to Tappahannock, serving as the region's center for commerce with an 8,000 estimated daytime population. The community offers various outdoor recreational activities such as fishing, boating, canoeing, kayaking, paddleboarding, and waterfowl hunting. Tappahannock features numerous local restaurants offering cuisines that serve breakfast, Italian, Mexican, fine dining, and a local brewery.

The Organization

The Town of Tappahannock consists of 7 council members, all of which including the mayor are elected at-large. The Town is chartered with a Council-Manager form of government. The Town is operating with a Fiscal Year 2024 General Fund Budget of \$5.5 million and \$2.1 million Water and Sewer combined utility fund. The Town has a healthy Fund Balance in the General Fund of over \$2.6 million as of June 30, 2023. The Town employs 40 FTEs and 5 PTEs.

Mission Statement

Tappahannock maintains a safe, secure and nurturing environment, ensuring sufficient resources to maintain and grow our staff, infrastructure and programs. We are fair and consistent in our business practices and treatment of our citizens and staff. The Town accepts its responsibility to be good stewards of its finances and the environment. Tappahannock continues to seek and employ enhancements to services, facilities and programs that improve the quality of life for our citizens, both current and future.

The Position

Under the supervision and guidance of the Town Manager, performs a variety of supervisory, administrative, technical, and professional work relative to the immediate and on-going management of the town, with an initial focus on zoning and community development. Assists with internal and external communication, including serving as a liaison with departments, officials, contractors, and community organizations. The Assistant Town Manager ensures that all functions of the Town are carried out efficiently and effectively. Serves as acting Town Manager in the Town Manager's absence.



Major Ongoing Community Initiatives

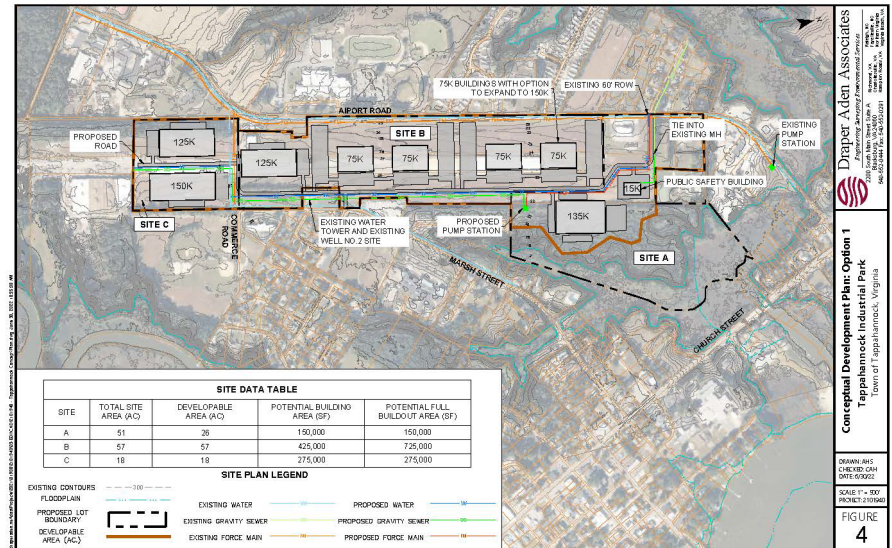
The Council is undertaking an aggressive Capital Improvement Plan, developing two parks downtown, rehabbing sewer infrastructure in the historic parts of town, and engineering infrastructure for a future +100-acre industrial park. Central Park Phase 1 of construction will be complete by June of 2024. Central Park will feature a brand-new playground and splash pad, three pickleball courts and one tennis court, and open green space for events and recreation. The second park is a waterfront development project on Hoskins Creek. This park will have 300 feet of concrete floating docks and a fuel station for boaters. Parking will be on site for canoers and kayakers to launch and take-out.



Leadership Opportunities: Special Projects

Under the supervision and guidance of the Town Manager, the Assistant Town Manager will be responsible for managing and bringing to fruition the following projects in the first 12 months:

- ❖ Assist Town Manager in development of Hoskins Creek Park.
- ❖ Carry out the design and engineering for the Town's +100-acre future Industrial Park. Identify funding sources for construction.
- ❖ Complete Preliminary Engineering Report of Phase 2 Downtown Sewer Infrastructure Rehab project and secure grant and loan funding through USDA-RD. See project to construction.
- ❖ Administration of USDOT RAISE Grant for downtown waterfront development.
- ❖ Lead staff in updating sections of town zoning and code.

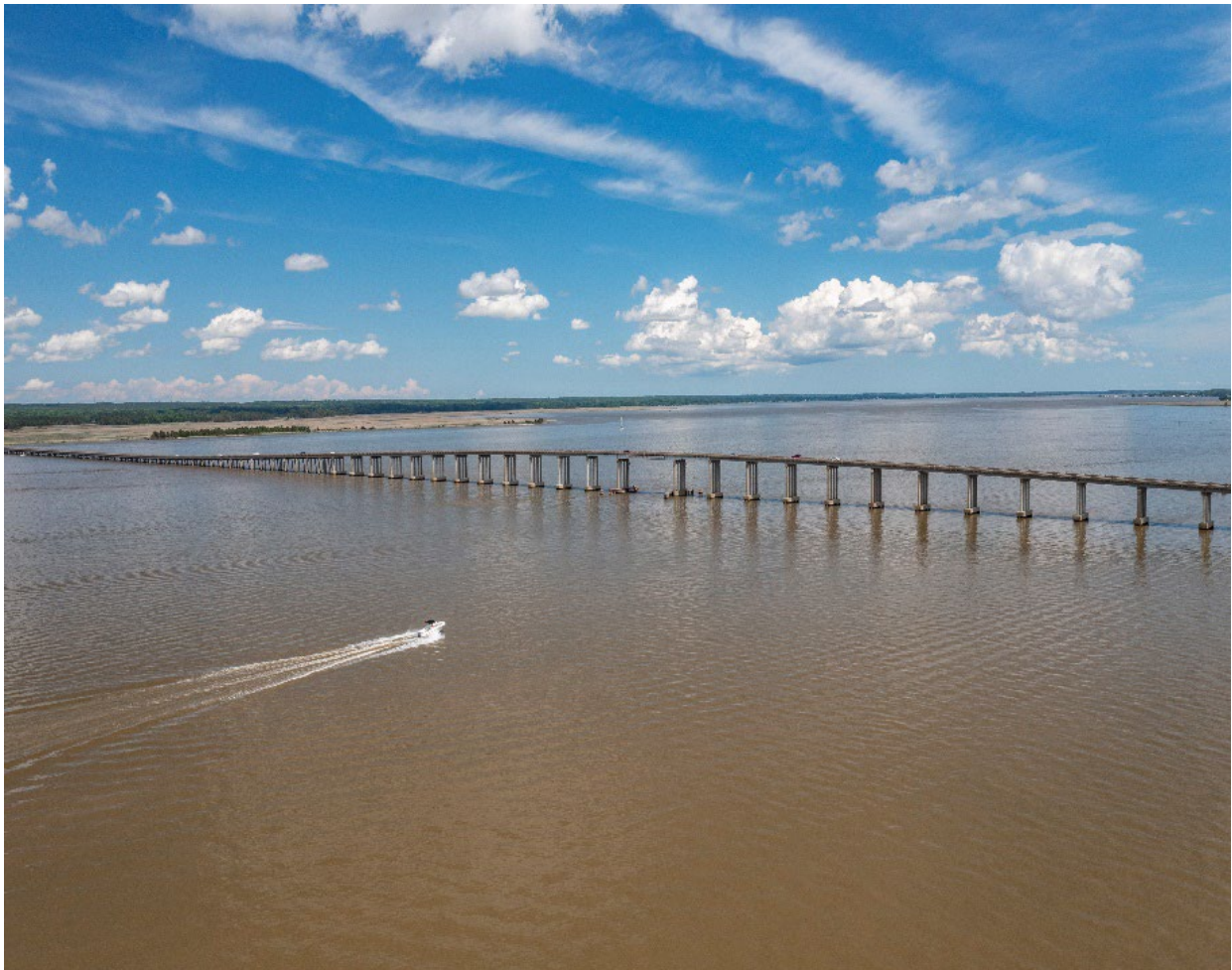


Conceptual Development Plan, Option 1
 Prepared by: Draper Aiden Associates
 10000 Lakeside Drive, Suite 100
 Fairfax, VA 22030
 DATE: 06/2022
 SCALE: 1" = 500'
 PROJECT NO: 190000
 FIGURE 4

Desired Capabilities

The ideal candidate will have any combination of education, experience, and training equivalent to graduation from an accredited college or university with a degree in public/business administration, urban planning, or related field, plus 5 years of progressively responsible experience related to public administration or planning and zoning, including two years of management experience. Master's degree in public/business administration, urban planning, or a related field is preferred.

The successful candidate will be a team builder who can establish strong relationships through trust and demonstrate positive engagement with the community. Desire for continued professional development is strongly preferred. The applicant shall acquire Virginia Certified Zoning Official (CZO) and/or Certified Zoning Administrator (CZA) required within 12 months of employment, if not already certified upon hire.



Compensation Package

Salary - Starting salary is between \$94,754 – \$117,106. This is an FLSA-exempt position. Starting salary depends on the years of experience and qualifications of the selected candidate.

Compensation Package -

Tappahannock offers a competitive benefits package with a zero-cost health and dental plan option for the selected candidate, paid holidays/vacation/sick leave, and participation in the Virginia Retirement System. The selected candidate will receive a Town issued take-home vehicle, laptop, and cell phone. Residency is not required. Professional development dues, conferences, and training will be fully paid for by the Town as well.



More Info

Open until filled with preference given to applications received by **May 9th, 2024, at 2 p.m.** Ideally the candidate would start working by July of 2024. Please visit the Human Resources page at <https://www.tappahannock-va.gov/> for the complete job description. For questions about the position please contact Town Manager Eric Pollitt at 804-466-4030 or epollitt@tappahannock-va.gov. Applications must include a resume, cover letter, and at least 5 professional references. Applications must be emailed to Eric Pollitt. The Town of Tappahannock is an equal opportunity employer.