

The Town of Broadway is accepting applications for the position of Town Manager.

Broadway, Virginia is a community of approximately 4,500 people in the heart of the Shenandoah Valley boasting:

- Two community parks - community pool, community center, skateboard park, pickleball courts, walking trails, baseball and softball fields.
- Three public schools within the town limits
- The Village Library - a branch of Massanutten Regional Library
- Home to three vibrant community service clubs - the Broadway Lions, Broadway-Timberville Rotary and Ruritan Clubs
- Off Broadway Players - community theatre at its finest
- Located 25 miles from Shenandoah National Park
- Trailhead for the proposed Rails to Trails project
- 30 minutes to Shenandoah Regional Airport
- Conveniently located a short drive from Charlottesville, Amtrak Station (Staunton), northern Virginia and the DC area.
- One of the lowest crime rates in the Commonwealth
- Owns and operates the Regional Wastewater Treatment facility, serving industrial clients-Cargill and Pilgrims, the Towns of Broadway, Timberville and New Market
- Recently updated - Water Treatment Plant
- Maintains its streets and sidewalk system
- Broadway is home to the Broadway Hometown Partnership that currently hosts Red, White and Brew and Oktoberfest. Proceeds benefit their town beautification, economic development efforts and scholarships for students at Broadway High School
- Community events include Kid's Fishing Day, Community Easter Egg Hunt, Community Movie Nights, Broadway Autumn Days & Car Show, Halloweenfest, Hometown Holiday Tree Lighting and Christmas Home Decorating Contest.

The successful applicant will:

- Effectively and efficiently lead the management of the Town's daily operations and oversee Town departments including Police Department, Water Department, Regional Wastewater Treatment Facility, Public Works Department, and Administration. Fostering a culture of teamwork, professionalism and accountability.
- Serve as the Town's zoning administrator and FOIA officer.
- Act as a liaison between town residents, elected officials and staff, fostering effective communication.
- Initiate and assist the Town Council in developing, updating, and executing strategic plans.
- Research, recommend, and coordinate the preparation of grant requests appropriate for the Town of Broadway and oversee the administration of grant programs.
- Oversee active projects including infrastructure initiatives, vendor relationships, work with engineers/contractors, etc.
- Make recommendations to the Town Council with regard to economic and community development projects, including funding sources
- Develop and administer the Town budget and capital improvements plans in cooperation with the Director of Finance / Treasurer and department heads.
- Attend council meetings and present information and recommendations deemed necessary or as requested by members of the Council
- Attend and oversee Planning Commission, Industrial Development Authority and Board of Zoning Appeals meetings - meetings are held on an as-needed basis.
- Maintain contact with the media and public by handling suggestions, complaints, and information requests
- Perform other duties as assigned by the Town Council

Qualifications:

Education: Bachelor's degree in public administration, business, management, accounting, finance or a related field required; considerable experience in managerial and government administration required.

Experience: Minimum of five years' experience planning and directing major programs of local public services or an equivalent combination of education and experience. The ideal candidate will have thorough knowledge of federal, state and local laws, regulations and policies applicable to the programs, structure and practices in conducting public services through Town government.

The ideal candidate will possess:

- Strong leadership, organizational and interpersonal skills
- Excellent written and verbal skills
- Growth-oriented while fiscally conservative
- In-depth knowledge of municipal government operations, budgeting and fiscal management
- Ability to work in cooperation with other government entities on the Town's behalf
- Knowledge of relevant local, state and federal regulations
- Knowledge of public finance, capital programs and enterprise operations
- Delegates and holds staff accountable; ability to inspire personnel and leads by example - possessing integrity, good listening skills, trustworthiness, and empathy.

This is an exempt, full-time position with in-person office expectations. The Town Manager is appointed by the Town Council and serves at the pleasure of the Council. The Town of Broadway participates in the Virginia Retirement System and provides an excellent benefits package.

Starting salary will be dependent on qualifications and experience. The Town of Broadway is an Equal Employment Opportunity employer. Applications may be obtained online at <https://broadwayva.gov/employment-opportunities/> or in person between the hours of 8:00 a.m. – 4:30 p.m. at the Broadway Town Office, 116 Broadway Avenue.

Please submit application, resume and references to tdriver@broadwayva.gov or mail Town of Broadway, Attn: Travis Driver, P.O. Box 156, Broadway, VA 22815. The position is open until filled; however, interested applicants are strongly encouraged to apply no later than March 7, 2025. Application review to begin as soon as possible.