



THE PLACE TO BE.
CHRISTIANSBURG VA

Town of Christiansburg

Town Manager





The Community

Nestled between the scenic Blue Ridge Mountains and the meandering New River in southwest Virginia, the Town of Christiansburg offers the charm of a close-knit community along with the conveniences of a regional hub. With abundant recreational, cultural, and commercial opportunities—and proximity to several major institutions of higher education—Christiansburg has rightfully earned its reputation as “the place to be.”

Established in 1792 along the historic Great Wilderness Road (now U.S. Route 11), Christiansburg began as a small stopover Town and was officially incorporated in 1833. Today, it has grown to over 14 square miles and is the fourth-largest Town in Virginia, with a population of 23,348 (Source: 2020 U.S. Census). Christiansburg also serves as the county seat and retail center of Montgomery County.

The Town enjoys a temperate climate, with average annual highs of 63.6°F and lows of 42.8°F. Known for its affordability, Christiansburg attracts a wide range of residents—from students and young families to retirees—thanks in part to its low cost of living and quality of life. The median household income is \$72,583 (Source: www.city-data.com).

Christiansburg offers a wide range of high-quality public amenities, including:

Christiansburg Recreation Center – Free for all residents

Christiansburg Aquatic Center – A state-of-the-art facility for competitive and recreational swimming

Ten community parks, including the new Christiansburg Huckleberry Park, featuring four lighted, turf athletic fields, accessible playgrounds, splash pad, multiple restrooms, and more

The Huckleberry Trail – A scenic nine-mile paved path that connects Christiansburg to nearby Blacksburg

Public safety is a point of pride, with highly regarded police, fire, and rescue departments serving the community with professionalism and excellence.

Christiansburg has long been a center of commerce and continues to thrive economically. From locally owned restaurants and antique shops to national retailers and auto dealerships, the Town supports a diverse and vibrant business community. The Town of Christiansburg actively seeks opportunities to collaborate with business leaders to promote sustainable economic development and continued growth.

The Organization

The Town of Christiansburg operates under a council-manager form of government, where the Town Council sets policy, and the Town Manager oversees daily operations. Appointed by the Council, the Town Manager serves as the chief administrative officer and is responsible for directing the overall business and administrative functions of the Town.

The Town Manager implements the policies established by Council, manages departmental operations, and exercises hiring and termination authority for all employees—except for the Chief of Police, Town Clerk, Town Attorney, and Treasurer, who are appointed directly by the Council. Core responsibilities of the Town Manager include:

- Preparing, presenting, and managing the Town’s annual operating budget
- Advising the Council on key issues and municipal affairs
- Enforcing the Town Code and local ordinances
- Overseeing the performance and coordination of all Town departments

The Town Council serves as the Town’s legislative body. It adopts ordinances and resolutions, sets strategic priorities, establishes the annual tax rate, approves the Town budget, and appoints members to various boards and commissions. The Council consists of six voting members and a Mayor, who votes only in the event of a tie. All positions are elected at-large in nonpartisan elections. Council members serve staggered four-year terms, with elections for three seats held every two years. The Mayor is elected every four years.

Christiansburg’s workforce consists of approximately 265 regular-status employees, delivering a full range of municipal services including public works and utilities, parks and recreation, public safety, community development, and general administrative services. The Fiscal Year 2026 Expenditure Budget adopted by the Town Council totals \$122.7 million, supporting the delivery of high-quality services and infrastructure for residents and businesses.

Vision Statement

The Town of Christiansburg is committed to providing exceptional services and facilities to our residents that not only benefit the community today but will benefit the community of tomorrow.

Core Values

- **Customer & Community Focus**
We place the community at the center of all we do. Town employees deliver timely, respectful, and thoughtful service to residents, businesses, and visitors.
- **Peak Performance**
Town staff consistently provide high-quality services and maintain public facilities efficiently and effectively. Employees support one another across departments, seek professional growth, and uphold a strong sense of civic responsibility. Innovation and continuous improvement are core to our culture.
- **Integrity & Transparency**
Ethical conduct and open communication are foundational to our operations. The Town is committed to sharing accurate, timely, and accessible information to build public trust and ensure a well-informed community.



The Position

The Town Manager serves as the chief administrative officer and primary representative of the Town to its residents, businesses, community organizations, and external governmental entities. This role includes active participation in Town events, public meetings, and intergovernmental engagements. The Town Manager is responsible for overseeing all municipal operations and fostering a culture of excellence in service delivery to all town stakeholders, including residents, businesses, civic groups, visitors, elected and appointed officials, and Town staff.

Key responsibilities include the development and management of the Town's annual fiscal year budget, which functions as a strategic planning tool for short-, medium-, and long-term goals. The Town Manager also proposes capital improvement projects and oversees asset management planning. In addition, the Town Manager ensures compliance with all applicable local, county, and state regulations, providing effective oversight of daily operations. They address concerns from the governing body, community members, and employees, maintaining clear and appropriate communication at every level.

The Town Manager provides leadership and guidance to department heads, interpreting policies related to Town services, infrastructure, programs, and operations. They support key staff in planning and implementing special projects, and in creating, executing, and assessing new policies and procedures. As the Town's highest-ranking staff member, the Town Manager has final decision-making authority on personnel matters.

Leadership Vision

As both a strategic leader and cultural steward, the Town Manager plays a vital role in shaping the future of Christiansburg. This position calls for a visionary professional with integrity and strong communication skills—someone who can inspire trust, foster inclusivity, and drive progress. By promoting thoughtful growth, strengthening civic engagement, and ensuring efficient municipal operations, the Town Manager will help ensure Christiansburg remains a dynamic and welcoming community for residents, businesses, and visitors alike.

Organizational Excellence: The Town Manager will evaluate and enhance the Town's organizational structure with a future-focused approach. By aligning staffing and departmental functions with strategic goals, the Town Manager will ensure high service standards are maintained while preparing for emerging challenges and opportunities.

Sustainable Growth and Economic Vitality: Charged with guiding the Town's development, the Town Manager will strive to maintain a healthy balance between residential and commercial growth. Priorities include strengthening the local business environment, encouraging responsible development, and driving revitalization—particularly in the downtown area—in alignment with the Town's comprehensive plan and environmental objectives.

Data-Driven Leadership: The Town Manager will promote a governance culture rooted in data-informed decision-making. By implementing systems that support transparency, accountability, and clear communication, the Manager will help build community trust and ensure policies are grounded in evidence and aligned with public needs.

Innovation and Technology: To enhance efficiency and responsiveness, the Town Manager will lead the integration of modern technologies and management tools across departments. This focus on innovation will position Christiansburg to meet future demands while improving service delivery and operational effectiveness.



Leadership Profile

The Town Manager must be a dynamic, forward-thinking leader who combines strategic insight with a practical, business-minded approach. Exceptional interpersonal and communication skills are essential, along with political acumen, ethical integrity, and resilience, particularly in times of change or uncertainty. The ideal candidate is adaptable, approachable, and solutions-oriented, able to remain composed under pressure while engaging constructively with a wide range of stakeholders.

This role also demands strong technical proficiency, including the ability to analyze data and develop evidence-based policies. Familiarity with modern municipal tools and technologies is vital to driving innovation, improving operational efficiency, and enhancing service delivery.

The Town Manager exemplifies the following qualities:

Integrity. Demonstrates the highest ethical standards through honesty, transparency, and accountability. Acts with moral conviction—even in difficult or unseen circumstances—and consistently earns trust through principled leadership.

Strategic Thinking. Applies foresight, analysis, and big-picture thinking to address complex challenges and guide the Town toward its long-term vision. Makes informed, collaborative decisions aligned with Christiansburg's strategic priorities, while actively seeking ways to improve operations and services.

Effective Communication. Communicates clearly, consistently, and purposefully, whether speaking to employees, elected officials, or residents. Listens actively, explains complex issues in understandable terms, and fosters dialogue that builds trust and drives collective action.

Accountability. Owns decisions and outcomes, including those delegated to others. Promotes a culture of performance, clearly defines responsibilities, and models transparency at every level. Understands and honors their accountability to the community, Town Council, and staff.

Approachability and Empathy. Engages others with respect, patience, and genuine care. Welcomes input from staff and residents, responds thoughtfully to concerns, and supports collaborative, inclusive problem-solving. Creates an environment where everyone feels heard and valued.

Organizational Culture Leadership. Serves as the Town's "Chief Culture Officer," fostering a respectful, engaged, and inclusive workplace. Leads with fairness and diplomacy, encourages professional growth, and champions a balanced, healthy organizational culture. Creates a positive environment that supports excellence and community pride.

Community Engagement. Partners closely with the Mayor, Town Council, residents, and civic groups to ensure Town initiatives reflect shared values and priorities of the community. Demonstrates a strong commitment to inclusive governance and meaningful public engagement.

Political Acumen. Navigates complex governmental environments with insight and professionalism. Understands Virginia's legal and political landscape, including the Dillon Rule, and builds productive relationships with officials and partners at all levels. Advocates effectively while remaining politically neutral and fostering consensus.



Education and Experience

The Town Manager plays a vital leadership role in overseeing all aspects of municipal operations, including public safety, public works, finance, and community services. Success in this role requires a commitment to professional excellence, collaborative leadership, and a culture of accountability, ensuring efficient service delivery and sound fiscal stewardship. Candidates should possess a bachelor's degree, with graduate-level education strongly preferred. A minimum of five years of progressive executive leadership experience in local, state, or federal government is required. Ideal candidates will demonstrate strong knowledge of local, state, and federal laws applicable to municipal governance; experience with public budgeting, municipal finance, and strategic planning; and proven executive and managerial acumen, sound professional judgment, and unwavering ethical standards. Previous experience as a Town Manager or Assistant Town Manager and an ICMA-CM designation is preferred. A valid driver's license with a satisfactory driving record is required.



Compensation and Benefits

The starting salary for this position will be \$150,000+. Consistent with the Town's Total Compensation Philosophy, Christiansburg offers paid leave; 13 holidays; medical, dental, vision, and life insurance; optional life, accident, critical care, disability, and hospital indemnity insurances; employee assistance program; and educational assistance. Regular, full-time employees must participate in the Virginia Retirement System (VRS) and pay the statutory member contribution on a pre-tax salary reduction basis. In addition, recreation benefits include free access to the recreation and aquatic centers. Per Town Code, residency is required. Relocation expenses are negotiable. A contract will be negotiated.



Application Process

Qualified candidates please submit your cover letter and resume online at christiansburg.org/jobs. This position is open until filled; however, interested applicants are strongly encouraged to apply no later than August 15, 2025. For more information, please contact Alicia Dials at adials@christiansburg.org or 540-382-6128, ext. 1148.

For more information about the Town of Christiansburg, visit www.christiansburg.org.

The Town of Christiansburg, Virginia, is an Equal Opportunity Employer. In compliance with the ADA, the Town will provide reasonable accommodations for qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with this employer. Military veterans are encouraged to apply.