



## Town Manager Position

The Town of Charlotte Court House is searching for a Town Manager. The job is perfect for someone interested in working in a quaint, historic town in southside Virginia seeking career advancement or looking for the perfect stop later in their career.

The position will provide support services for the Town Council by performing functions such as chief administrative officer, chief financial officer, grants administrator, and zoning administrator. Highly valued qualities include leadership, accountability, and integrity while creating a positive and collaborative work environment.

Preferred qualifications include a bachelor's degree in public or business administration, finance, or a similar field, with executive-level experience, preferably in local government, or an equivalent combination of education, training, and experience. Previous experience as a town manager, assistant manager, finance director in local government, or a Master of Public Administration (MPA) is a plus. Knowledge of government operations, excellent written and verbal communications skills, financial expertise, computer literacy in Word, Excel, accounting software systems are all assets for the job.

The position offers flexible hours and workplace, vacation and sick leave, generous training benefits (tuition, travel, and time), with a salary range from \$65,000 to \$80,000 depending on education and experience. The Town is not a member of the Virginia Retirement System and cannot provide retirement or health benefits. The job is full-time with the office open 4 days per week.

**Please visit our website: [www.towncch.com](http://www.towncch.com) for a full position description.**

Interested candidates must submit a cover letter, resume, and job-related references (with email and phone numbers) to the Town of Charlotte Court House ([mayor@towncch.com](mailto:mayor@towncch.com)). Please apply by November 10, 2025, and the position will remain open until filled. Interested candidates with questions may email [mayor@towncch.com](mailto:mayor@towncch.com) or call Mayor David Watkins at 434-547-4082. The Town is an Equal Employment Opportunity employer.

Job Deadline: First review is November 10, 2025

Position Type: Full-time

Salary: Range of \$65,000 to \$80,000

Job Category: Town Manager

Job Location: Charlotte Court House, Virginia

City, Town, or County: Town of Charlotte Court House