

**Requirements:**

- Bachelor's degree – public administration or related field.
- Must make provisions for on-call coverage 24 hours a day, seven days a week.
- Must be able to effectively communicate with all employees, citizens, and elected officials.
- Must be able to build effective relationships with other area governments, vendors, and contractors.
- Must be present at all Town Council meetings.
- Must reside within the Town limits.
- Must demonstrate the ability to assess and seek solutions for problems with water/wastewater systems.
- Must be able to work (minimum) from 8:00 a.m. until 4:30 p.m., Monday through Friday.
- May be required to work out of the office to assist with public works or water/wastewater operations.

**Responsibilities:**

- Assist in the process of developing the annual budget.
- Providing timely financial reports to elected officials.
- Oversight of all financial matters of the Town including accounts receivable, accounts payable, payroll, and account reconciliation.
- Oversight of ordering of materials and supplies (within established purchasing guidelines).
- Development and administration of construction contracts.
- Apply for and administer grants as appropriate.
- Issuing business licenses
- Issue zoning endorsements for building permits.
- Enforce Town nuisance regulations.
- Direct and supervise all Town employees.
- Accountable for water and wastewater testing results.
- Serve on Jail Commission
- Acts as Town Clerk and Treasurer
- Serves as Zoning Administrator and Planning Director
- Learn to operate Town water and wastewater systems and all maintenance equipment and obtain additional training (as necessary) specific to water/wastewater operations.
- Implement policies established by Town Council and make recommendations for changes/additions to policies to ensure the efficient operation of the Town while ensuring adherence to the chain of command.
- Work with committees and other groups to develop plans for the improvement of the Town.
- Work with elected officials in developing and implementing long-range plans.
- Serve as the risk management official.
- Serve as emergency management official and floodplain administrator.
- Oversight of the maintenance of the Town's website.
- Maintain a positive working relationship with the local media.

**Benefits:**

- Health Insurance (employee only).
- Dental Insurance
- Town contributes to the Virginia Retirement System
- Paid vacation and sick leave as outlined in the Personnel Manual.
- Take-home vehicle provided for official business.

