

## **Glasgow Town Manager**

### **Requirements:**

- Bachelor's degree – public administration or related field or experience in local government management.
- 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 ½ hours drive of the Town
- Knowledge of water and wastewater operations desirable.
- Knowledge of local government administrative 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 operations
- Acts as Town Clerk
- Serves as Zoning Administrator and Planning Director
- 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:**

- Salary in the low to mid \$50K range.
- Health Insurance (employee only).
- Dental Insurance
- Member of Virginia Retirement System
- Paid vacation and sick leave as outlined in the Personnel Manual.

For application go to [www.glasgowvirginia.org](http://www.glasgowvirginia.org). Position open until filled