

# TOWN OF COLUMBUS



## NORTH CAROLINA

### Town of Columbus Town Manager

#### General Definition of Work

Performs difficult management, professional, and administrative duties as the Chief Executive Officer (CEO) for the Town.

#### Essential Functions/ Typical Tasks

- Manages and supervises the department heads and departments in Town government; works with each to establish short and long-range goals and assure effectiveness and efficiency of services provided; communicates organizational mission, vision and goals as established by elected officials and Manager and helps department heads enhance these goals and implement programs consistent with them.
- Works with the Mayor and Council to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and Council on planning and policy development to put this vision into effect for Town services; develops agendas for Council meetings and assures resources and supporting documentation for informed actions are present; keeps Mayor and Council informed on all issues that affect them and have significant impact on the Town.
- Seeks innovative methods of financing and additional revenue sources; makes professional and reasonable recommendations for expenditures of Town's funds; supervises the management of Town resources including budget, facilities, equipment, etc; oversees grant development and administration, purchasing, contracting, bidding, etc.
- Maintains accountability for the hiring, training, performance management, retention, and separation of all Town employees; supervises the establishment of a modern human resource management program for the Town; ensures staffing of departments with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training and employee development and performance coaching and review to ensure high levels of engagement, retention and customer service excellence.
- Provides and manages the provision of professional and technical advice to Council on policy, and planning; researches and makes recommendations to Council on new programs, services, and initiatives; coordinate economic and business development policies and strategies.
- Confer with Town Attorney on policy and legal matters.
- Coordinates and works with department heads in assuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented.
- Serves as Zoning Administrator and Entity Administrator for the Town.
- Provides administrative support staff to the ABC Board, Discover Columbus Committee and July 4th Festival Committee.

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- Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress.
- Cooperates with other governmental units as necessary to provide professional and effective services to the citizens (State, transportation, county, neighboring cities and Towns, etc.); crafts and reviews inter-local agreements for various services.
- Demonstrates leadership and sound decision making; skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.
- Submits periodic progress reports, financial statements and other reports to the Town Council no less than monthly.
- Maintains cutting edge knowledge of management and municipal trends, laws and issues; maintains modern management knowledge and skills.
- Maintains exceedingly detailed public water management including but not limited to state and federal laws, best practices, regulations, and mandatory filings with state and federal entities.
- Prepare and submit the annual budget and capital program to the Council.
- Annually submit to the council and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.
- Other responsibilities assigned to them by the Council.
- Comply with the terms of NCGS § 160A-148.

### Knowledge Skills and Abilities

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing municipal financial practices and procedures.
- Considerable knowledge of laws, regulations, policies, and current practices in a variety of phases of municipal administration including budget, personnel, purchasing, public works, utilities, planning and other functional areas. Emphasis on understanding water and sewer operation.
- Thorough knowledge of water, sewer, and water treatment in a municipal setting.
- Ability to establish and maintain effective working relationships with department heads, governmental and utilities officials, elected officials, Town attorney, other employees, and the public.
- Ability to communicate effectively in oral and in written forms.
- Accuracy and thoroughness in the analysis and preparation of written reports and records.
- Thorough knowledge of the modern principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.

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- Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.
- Ability to plan, project, and determine priorities for service delivery to citizens.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

### Physical Requirements

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, talking, hearing and repetitive motions.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and reports both written and oral, operate a computer, and do extensive reading.

### Desirable Education and Experience

- Graduation from a four-year college or university with a major in public administration, business management, civil engineering or related field and considerable supervisory experience at a management level with a public sector organization, preferably in a municipal environment; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

### Special Requirements

Possession of a valid North Carolina driver's license.

### Compensation

Recruiting range between \$97,000 and \$125,000 annually, compensation based on experience.

### Application Materials

Resume, cover letter, and references must be submitted via email to Town Attorney Jill Berry ([jberry@teaguecampbell.com](mailto:jberry@teaguecampbell.com)) and her legal assistant Kendra Lenz ([klenz@teaguecampbell.com](mailto:klenz@teaguecampbell.com)).

Position is open until filled.