

TOWN OF COLUMBUS



NORTH CAROLINA

Town of Columbus Town Manager

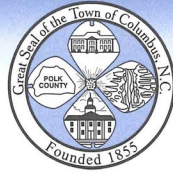
General Definition of Work

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.

TOWN OF COLUMBUS



NORTH CAROLINA

- 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.

TOWN OF COLUMBUS



NORTH CAROLINA

- 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) and her legal assistant Kendra Lenz (klenz@teaguecampbell.com).

Position is open until filled.