

St. Paul Town Manager Position

Nature of Work

This is complex professional and administrative work which involves supervising all operations of the Town government as outlined in the Town Charter, Town Code and as directed by the Mayor and Town Council. Work involves serving as the Town's chief administrative officer, the Town's personnel officer, and the Town's purchasing agent. Work involves a great deal of public contact and requires a significant amount of friendliness, tact, diplomacy and a professional appearance. This is an appointed position by the Town Council with work being performed under the general direction of the Mayor and Town Council who review the work through observation, regular meetings and results obtained.

Qualifications, Education & Experience

The following education and experience factors are the expected qualifications for successful performance:

- A Bachelor's degree in Public Administration, Business Management, Planning or a related field; experience equivalent to a Bachelor's degree will be considered.
- Three to five years of successful leadership at a senior executive/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of town government operations. Local government experience in Virginia as a manager, deputy or assistant is desirable. A working knowledge of governmental accounting and the budget process.
- A record of being an active member of one's community, through participation in local service organizations and volunteer activities.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA); designation or progress toward designation as ICMA Credentialed Manager would be a plus.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, open and personable interactions with all town employees and community members.
- Professionally competent, with confidence tempered by humility.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views; empathetic.
- Strong leadership skills, in the government organization, the community, and the region; visionary, proactive, and decisive; able to facilitate the blending of differing points of view into a reasonable approach for community betterment.

- Knowledgeable and supportive of the principles of the council-manager form of government and respectful of the different and complementary roles of the Town Council and the Town Manager.
- A role model, coach, and mentor for town employees; dedicated to the professional development of staff; able to empower employees with a focus on performance, collaboration, and accountability.
- A promoter of teamwork and collaboration among town departments, with Wise and Russell Counties, and across the Southwest Virginia region.

Performance Expectations

- Short-term, immediate actions will be to engage with staff and council, review town policies and procedures, master the budget process, and become familiar with active capital projects.
- Facilitating innovation and positive change while demonstrating an appreciation for the community's culture and history.
- Active and visible participation in community activities as a resident of the town.
- Accessible and responsive to citizen concerns and issues; listening, understanding, providing timely follow-up, and facilitating creative solutions.
- A commitment to open and transparent government; promoting a positive and interactive relationship with town citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences.
- Fair and equitable treatment of town employees and departments.

Compensation & Benefits

Compensation for the Town Manager will be competitive, depending on qualifications and experience, within a range of \$ 60,000 - \$ 80,000 annual salary. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System, health insurance coverage, paid time off, deferred compensation, professional development support, and other benefits as identified in a negotiated employment agreement.

Application Process

The initial review of candidates will begin December 15, 2020. Applications received after that date may be considered until the position is filled, however, it is anticipated that telephone interviews with selected candidates will be conducted in early January. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary history and professional references, to Debora S. Baca, Town Clerk/Treasurer at PO Box 66, St. Paul, VA 24283 or by email to dbaca@stpaulva.org.

Questions may be directed to: Mayor Kenneth Holbrook or Debora Baca at 276-762-5297 or by email at krhunion@yahoo.com or dbaca@stpaulva.org.