



North Wilkesboro

Benefits:

We offer a full range of employee benefits including health, dental, vision, and life insurance, 401-K, retirement, longevity rewards, and paid holiday, vacation, and sick leave.

Salary Information:

Full salary range is
\$74,950- \$116,758

Pay class: 25

Beginning salary will commensurate with experience.

To Apply:

If interested, submit by email a cover letter, resume, and two references (email & phone number) to payroll@north-wilkesboro.com.

You can learn more about our administration team [here](#).

About Us

Nestled in the foothills of the Blue Ridge Mountains along the banks of the Yadkin River, the Town of North Wilkesboro is a close-knit community home to bluegrass, MerleFest, rich scenery, vibrant local history and traditions, and an emerging outdoor economy. As our population and economy grow, we face exciting opportunities but also complex challenges to success and have a need for a passionate individual to help lead and be a part of change in our community during this transformative time.

Town Manager

The Town of North Wilkesboro is seeking a motivated, knowledgeable, and capable individual with strong leadership skills to join our team. This position will lead the Town as the Chief Executive Officer and take on challenging management, professional, and administrative duties. The Town Manager will collaborate closely with the Mayor, Town Council, and staff to ensure that goals are developed and pursued to positively impact the quality of life for our growing community of 4,000 plus residents. Responsibilities include short- and long-range planning, creating and articulating a vision of excellence, establishing effective human resource management systems, budgetary planning, capital improvement projects, and working closely with the Town Council on major initiatives and problems.





Education and Experience

Graduation from a four year college or university with a major in public administration, business management, or related field and a 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

Possession of a valid North Carolina driver's license

ICMA certification preferred

Requirements:

Standing, walking, sitting, talking, seeing, hearing, and lifting up to 10 lbs

Visual acuity to prepare and analyze data and figure, operate a computer, do extensive reading, and perform visual inspections

Reading comprehension, hearing, clear articulation, public speaking

Duties & Responsibilities

Strategic Planning and Visioning

- Collaborates with the Mayor and the Town Council in the strategic planning process to develop consensus on a clear vision for our community; develops long and short-term strategic plans and establishes a consistent evaluation process
- Develop department work plans with specific long and short range goals in order to ensure services are delivered effectively and efficiently
- Fosters and maintains an effective, collaborative, and transparent working relationship with the Mayor and Town Council
- Engages governing body collectively and individually to communicate key challenges and opportunities and to provide professional and technical advice

Leadership, Financial and Operations Management

- Manages and supervises department heads and departments
- Coordinates and works with department heads to assure policies, laws, and ordinances are workable, enforced, and fairly implemented
- Demonstrates problem-solving, decision making, and crisis management skills
- Serves as budget developer for the Town
- Is accountable for employee hiring training, performance, and retention
- Develops agendas, periodic reports, and updates for Town Council

Community and External Engagement

- Meets with community groups, citizens, and other public agencies about specific programs, services, policies, and issues
- Establishes and maintains effective media communications to keep citizens informed

Qualifications

- Thorough knowledge of:
 - North Carolina General Statutes and local ordinances governing Town Manager, Town Council, and other public officials
 - Methods and techniques for developing local policies and ordinances
 - Public finance administration principles and practices (including municipal accounting)
 - Principles and practices of effective employee leadership, motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution
- Considerable knowledge of laws, regulations, policies, and current practices in various phases of municipal administration including budget, personnel, purchasing, public works, utilities, and planning
- Considerable knowledge of application of information technology
- Conflict resolution, public speaking, and meeting facilitation skills
- Ability to inspire others, build consensus, and articulate a vision of excellence
- Project planning, prioritization, management, and sound judgement-making skills
- Effective management and leadership skills; ability to coordinate and direct a wide variety and array of Town services through department heads and staff
- Interpersonal skills; ability to develop and maintain working relationships with peer municipalities, Town Council, community groups, employees, and the public
- Strong written and oral communication skills

The Town of North Wilkesboro is an equal opportunity employer