



## **Assistant Town Manager**

**Hiring Salary Range \$68,267.72 - \$122,882.80**

### **Summary & Scope of Responsibilities:**

Provides professional, administrative, and supervisory support while assisting with the overall planning and direction of Town administration. Works under the supervision of the Town Manager. Performs a variety of duties requiring the exercise of independent and objective judgment. Works frequently on own initiative to handle areas of responsibility and assigned tasks in a professional manner. Consults with the Town Manager where clarification, interpretation, or exemption to organizational policies may be required

**Reporting Relationships:** Reports directly to the Town Manager.

### **Essential Tasks & Responsibilities:**

- Assists the Town Manager in the daily administration and operations of the Town; and makes recommendations to the Town Manager.
- Oversees the program management of all American Rescue Plan Act (ARPA) project(s) and coordination with external contractors and federal agencies.
- Oversees Capital Improvement Program and Capital Improvement Project coordination
- Performs duties as assigned; prepares and drafts correspondence, reports, analysis, and other information as requested.
- Responds to citizen inquiries, complaints, and suggestions, provides research assistance and addresses requests of other town departments, the general public, citizen groups, and the media.
- Assist in the preparation of the annual operating and capital budgets.
- Performs policy research and analysis on a variety of matters.
- Represents the Town Manager at council and committee meetings, and state, federal, and regional meetings as required.
- Prepares, coordinates, consolidates, and presents information to council, leadership team, departments, and outside entities.
- Communicates with Town Manager, council, town leadership, departments, employees, government agencies, local businesses, community organizations, residents, outside agencies, and other individuals as needed to coordinate work activities, review the status of work, exchange information, resolve problems, or provide/receive advice/direction.

- Prepares grant proposals and applications for relevant programs; administers awarded grants for the Town at the direction of the Town Manager.
- Provides guidance to the Town Manager, Mayor and Council and various boards and/or commissions on topics assigned.

**Knowledge, Competencies & Technical Skills:**

- Working knowledge of federal, state, and local regulations and laws relating to municipal government administration is extremely useful, knowledge of general office and administrative management practices necessary. Management and supervisory experience at a senior level.
- Knowledge of, and three years of experience using, Microsoft Office Suite (Word, Excel, PowerPoint, Publisher and Outlook).
- Use of proper English grammar demonstrated in written communication and speech.
- Valid Virginia Driver's License.
- Excellent time management and organizational skills.
- Ability to analyze complex issues and develop implementable solutions.
- Ability to make presentations to various audiences and use of audio-visual equipment.
- Must have ability to independently structure, collect, analyze, and interpret complex legal and technical information. Must be able to operate various types of office equipment, including but not limited to copy machine, facsimile machine, computer, and telephone.

**Expected Hours & Travel:**

Salaried position that is expected to work as many hours as required. Minimal travel, however, occasional travel to conferences and/or other educational opportunities.

**Required Education & Experience:**

- A Master's Degree in Public Administration, Public Policy, or Business Administration (A Bachelor's degree in Public Administration or Business Administration with 10 years of experience may be considered).
- A minimum of five (5) years of experience in a municipality as a senior/executive manager; an equivalent combination of education and experience at the senior/executive manager level may be considered.

**AAP/EEO Statement:** This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business.

Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

### **Non-Discrimination in Employment**

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

**Duties and Responsibilities may change:** This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Position open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at <https://colonialbeachva.gov/233/Apply-for-Employment>. Return completed applications to Kimberly Fink, Human Resources via email at [kfink@colonialbeachva.gov](mailto:kfink@colonialbeachva.gov).