

Town Manager - Position Summary

Town of Narrows, Virginia

The Town Manager serves as the chief administrative officer of the Town of Narrows and is responsible for the efficient administration of all municipal affairs placed under the manager's authority by the Town Council and applicable law. The Town Manager is appointed by and reports directly to the Town Council and is responsible for carrying out Council policies, overseeing municipal operations, managing town personnel, and administering the town's financial and operational functions.

The Town Manager provides leadership in planning, organizing, and directing the activities of the town government to ensure the effective delivery of public services and the continued improvement of the community.

The Town Charter requires that the Town Manager reside within the Town limits during their tenure.

Essential Duties and Responsibilities

Administration and Operations

- Direct and coordinate the daily operations of all town departments and municipal services: (Public Works, Police, Library, Administration/Finance, Water and Sewer Utilities, Buildings and Grounds, Street Maintenance, Parks and Recreation, Volunteer Fire Department)
- Supervise department heads and municipal employees in accordance with personnel policies adopted by the Town Council.
- Consult with Town Attorney on legal matters affecting the Town's operation and administration.
- Implement and administer policies, ordinances, and directives adopted by the Town Council.
- Ensure efficient, responsive, and professional municipal services to residents and businesses.
- Attend all meetings of the Town Council and advise Council on administrative, operational, and policy matters affecting the town.
- Communicate financial information to the Town Council and make recommendations regarding current and future financial needs.
- Maintain official records and ensure compliance with applicable federal, state, and local laws and regulations.
- Coordinate the preparation of reports, studies, and other information requested by the Town Council.

Additional Administrative Responsibilities

- Ensure compliance with applicable provisions of the Virginia Freedom of Information Act and maintain transparency in government operations and public records.
 - Oversee municipal purchasing and procurement processes in accordance with applicable provisions of the Virginia Public Procurement Act and town policies.
 - Coordinate emergency preparedness and response efforts in cooperation with county and regional emergency management officials.
 - Oversee the preparation and maintenance of official town records, ordinances, resolutions, and administrative documents.
 - Ensure proper maintenance and management of town infrastructure, facilities, and public assets; plan and oversee improvements to these assets as needed.
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Financial Management

- Prepare and administer the annual town budget (\$4.6 M) for review and approval by the Town Council.
 - Monitor revenues, expenditures, and financial performance to ensure fiscal responsibility.
 - Provide regular financial and operational reports to the Town Council.
 - Arrange annual audit of finances by CPA.
 - Seek grants, partnerships, and other funding opportunities to support town initiatives and capital projects.
 - Oversee purchasing, contracting, and financial controls in accordance with town policies and Virginia law.
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Personnel Management

- Recruit, hire, supervise, and evaluate town employees as authorized by Town Council policy.
- Implement and administer personnel policies, procedures, and employee development programs.
- Promote a professional work environment that supports teamwork, accountability, and ethical conduct.

Public and Intergovernmental Relations

- Serve as a liaison between the Town Council, town staff, residents, businesses, and community organizations.
- Represent the Town of Narrows in interactions with Giles County, regional organizations, and state and federal agencies.
- Communicate municipal programs, services, and initiatives to the public.
- Encourage community involvement and maintain positive relationships with stakeholders.

Community and Economic Development

- Assist the Town Council in developing long-range plans and community development goals.
- Support economic development efforts, infrastructure planning, and community improvement initiatives.
- Work with regional partners, businesses, and organizations to encourage growth and investment within the Town of Narrows.

Knowledge, Skills, and Abilities

- Knowledge of municipal government operations, budgeting, and public administration principles.
- Ability to plan, organize, and direct municipal operations effectively.
- Strong leadership, communication, and interpersonal skills.
- Ability to establish and maintain effective working relationships with elected officials, employees, and the public.
- Ability to analyze complex administrative and financial issues and develop practical solutions.

Minimum Qualifications

- Bachelor's degree in public administration, business administration, political science, or a related field; or equivalent education and experience.
- Experience in municipal government, public administration, or administrative management.
- Demonstrated experience in budgeting, personnel supervision, and organizational leadership.

Preferred Qualifications

- Master's degree in Public Administration (MPA) or related field.
- Prior experience as a town or city manager, assistant manager, or department head in local government.
- Familiarity with Virginia municipal law, budgeting practices, and local government procedures.

Work Environment

The Town Manager primarily works in an office setting but regularly attends meetings, site visits, and community events throughout the town. Attendance at evening Town Council meetings and occasional weekend activities may be required.

Compensation

Salary and benefits are determined by the Town Council and are commensurate with qualifications and experience. The anticipated salary range is \$80 to \$100K.

Background Checks and Drug Testing:

- Satisfactory results of background checks, including criminal history, credit history, and driving records.
 - Pass drug screening process
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Work Environment and Physical Demands

- Work is performed primarily in an office environment with occasional work outside the office to attend meetings, programs, or other job-related activities.
 - Duties may require the operation of Town vehicles.
 - The position may require remaining in a seated position for extended periods of time.
 - Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.
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THIS DESCRIPTION IS NOT INTENDED TO BE AND SHOULD NOT BE CONSTRUED AS AN ALL-INCLUSIVE LIST OF ALL RESPONSIBILITIES, SKILLS OR WORKING CONDITIONS ASSOCIATED WITH THE POSITION. WHILE IT IS INTENDED TO ACCURATELY REFLECT THE POSITION ACTIVITIES AND REQUIREMENTS, MANAGEMENT RESERVES THE RIGHT TO MODIFY, ADD OR REMOVE DUTIES AND ASSIGN OTHER DUTIES AS NECESSARY. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT. EMPLOYMENT WITH THE TOWN IS "AT-WILL."