



## **ASSISTANT TOWN MANAGER – TOWN OF WEST POINT, VIRGINIA**

The Town of West Point, Virginia seeks an experienced local government leader to serve as its Assistant Town Manager.

The Town of West Point is located in east-central Virginia on the Middle Peninsula and is situated at the confluence of the Mattaponi and Pamunkey Rivers that form the York River. The Town is home to 3400+ residents, offers a top-ranking public-school system and is named one of the safest towns in the Commonwealth of Virginia.

The Town of West Point is a Mayor/Town Council/Manager style government, which is supported by eight departments to include Police, Fire, Public Works and Administrative.

Assistant Town Manager is an executive level professional who will work under the leadership of the Town Manager, and closely with the Town Council, and department level staff. The Assistant Town Manager would serve as Town Manager in their absence. The purpose and intent of the position of Assistant Town Manager is to assume the Town Manager position in the event of resignation, retirement, or termination of the current Town Manager. By appointment of Town Council and after such transfer of duties, the Assistant Town Manger position will become inactive and no longer valid. The successful candidate is an energetic, proactive public-sector professional with excellent leadership, people, project management and operational skills.

The candidate would have a Bachelor's Degree in Public Administration, Business Administration, or closely related field (Master's Degree in Public Administration or related field preferred), and a minimum of 5 years' experience as a senior manager in local government. ICMA (International City/County Management Association) Credentialed Manager designation preferred. Please refer to the job description for complete details of the position.

**Anticipated hiring range: Grade 29 (110802.54-141272.16) Salary is negotiable depending upon qualifications.** Excellent benefits package includes Virginia Retirement System, Group Life Insurance, Health Benefits, Paid Vacation/Sick Leave, and access to other voluntary benefit programs.

Applicants may view the full job description and apply online at: [www.workforwestpoint.com](http://www.workforwestpoint.com) or request an application by emailing: [humanresources@west-point.va.us](mailto:humanresources@west-point.va.us). Paper applications and resumes can be mailed to: Town of West Point Department of Human Resources, P. O. Box 152, West Point, VA 23181 or hand delivered to 802 Main Street, West Point, VA 23181. **Position is open until filled. The review of the first round of applicants will begin Monday, August 19, 2024.**

For questions, please contact:  
Department of Human Resources at [humanresources@west-point.va.us](mailto:humanresources@west-point.va.us) or (804) 843-2512.

*The Town of West Point is an Equal Opportunity Employer*