



ASSISTANT TOWN MANAGER
Town of Christiansburg

JOB SUMMARY

The Town of Christiansburg seeks an accomplished Assistant Town Manager with strong leadership and communication skills to assist the Town Manager and Town Council in strategic short- and long-term planning, managing, and overseeing the daily operations, programs, services, and resources of the Town government.

ESSENTIAL FUNCTIONS

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals
- Provides highly responsible administrative staff assistance to the Town Manager; conducts specific and comprehensive research and analysis and makes recommendations regarding a wide range of municipal policies involving organization procedures, finance and services; assists in developing, defining, planning, and implementing goals and objectives for the Town; recommends and administers policies and procedures; prepares and presents staff reports and other correspondence
- Conducts legislative analysis to determine the effect of proposed legislation on Town operations and finances; reviews code and administrative policy as it applies to Council activities and programs being adopted or implemented
- Attends various meetings and serves on various committees; makes presentations; represents Town's interests; explains program or project status and Town needs/position; answers questions and makes recommendations; maintains effective communication with Town personnel and the general public; assists citizens with issues that cannot be resolved by department staff and/or which are sensitive/political in nature; and represents the Town at public events and to community groups and local organizations
- Participates in both short- and long-range planning and in the development and administration of Town budget; directs the forecast of funds needed for staffing, equipment, materials and supplies; reviews budget for accuracy prior to publication; monitors expenditures and approved budget accounts; implements midyear adjustments; coordinates development of capital improvements program; negotiates contracts and solutions on a variety of administrative, fiscal

and special projects; participates in the preparation of program or special project budgets; analyzes and prepares recommendations on budget requests

- May be relied upon to serve various department head functions in the absence of department head
- Serves as Town Manager in absence of same; approves purchasing decisions, various permits, and applications, leave requests, etc.; responds to Town Council requests for information; signs checks; considers employee-related complaints, grievances and appeals; consults with supervisors, department heads, Human Resources Director, and Town Manager (upon his return) in regards to employee issues
- Communicates with Town Manager, officials, and employees, state agencies, legislative agencies, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction
- Prepares, receives, and/or completes various forms, reports, correspondence, revenue reports, capital improvement plans, planning documents, notices, agendas, or other documents
- Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends seminars, workshops and training sessions as appropriate
- Manages special projects as assigned
- Performs other duties as required

JOB REQUIREMENTS

EDUCATION

- Bachelor's degree in Public Administration, Business, Planning, Engineering, Finance or other field related to local government management; or any equivalent combination of education, training, and experience
- Minimum of five (5) year(s) of progressively responsible management experience in municipal administration;

LICENSES AND CERTIFICATIONS

- Valid Virginia driver's license with the ability to meet and maintain Town insurability requirements

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of Town Code, policies, and procedures
- Well-developed interpersonal skills with the ability to develop and maintain effective working relationships with Town officials, state and legislative agencies, staff, industry executives, and the public
- Strong written and oral communication skills with the ability to prepare clear and comprehensive reports and presentations

- Strong organizational skills with demonstrated ability to organize work, set priorities, and exercise independent judgement
- Ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction

The Town of Christiansburg is an Equal Opportunity Employer and E-Verify participant. In compliance with the Americans with Disabilities Act, the Town of Christiansburg will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.