

TOWN OF PORT ROYAL, VIRGINIA

Town Manager

The Town of Port Royal, Virginia (population 200) invites applications for the position of Town Manager/Town Clerk. The Town Manager, under the direction of the Town Council serves as the chief administrative officer for the Town and is responsible for performing daily administrative and planning/zoning functions and overseeing contracted financial functions of the Town. The Town operates with an annual budget of \$200,000.

The part-time position requires a minimum of a bachelor's degree or equivalent in an appropriate field and previous experience and/or knowledge of public sector operations. Experience in planning and zoning is necessary. The position is part-time with a maximum of thirty (30) hours of week dedicated to Town operations and requires a minimum of ten (10) hours per week onsite beyond Council and Planning Commission meetings. Compensation for the position is negotiable within a range of \$52,000 to \$58,000, dependent upon qualifications. A letter of introduction providing the applicants' interest in the position and a resume with three (3) professional references may be submitted electronically to: townofportroyal.va@gmail.com or mailed to: Town Manager, PO Box 29, Town of Port Royal, Port Royal, VA 22535.

The position is open until filled and the deadline for receipt of application materials is April 8, 2025.

A more detailed community/position profile with minimum job requirements/expectations is available upon request. Contact: John Anzivino, Interim Town Manager, 804-381-8455 or townofportroyal.va@gmail.com.

The Town of Port Royal is an equal employment opportunity employer.