

Town Manager Job Description

Town of Gate City Virginia

Position title	Town Manager
Reports to	Gate City Town Council
Position type	Full-time executive appointment
FLSA status	Exempt
Compensation	\$75,000-\$105,000 Yr.
Residency	TBD

Position purpose

The Town Manager is Gate City's chief administrative officer and is accountable to the Town Council for the proper, efficient, transparent, and lawful administration of Town affairs. The Manager carries out Council policies, directs day to day municipal operations, leads office employees and department heads, prepares and administers the budget, and advises Council on the Town's finances, services, infrastructure, and future needs.

Gate City serves approximately 2,000 residents with 20-25 employees and annual revenues of \$3.0-4.0M. The Town Manager works collaboratively with three experienced department heads, providing overall coordination, support, and administrative leadership while allowing department heads appropriate authority for the day-to-day management of their respective departments. Municipal functions include a separately budgeted water department, public works, finance and administration. The Town Manager will have responsibility for community development, tourism, communications, and other services assigned by Council.

Essential duties and responsibilities

- Administer the affairs of the Town under the direction of the Town Council and implement Council ordinances, policies, priorities, and directives.
- Provide administrative leadership and coordination for Town employees and department heads, except where the Town Charter or law provides otherwise, while supporting appropriate departmental authority and responsibility for day-to-day operations.
- Address significant employee performance matters in consultation with the appropriate department head, Personnel Committee, and Town Council, as applicable.
- Foster accountability, teamwork, professionalism, collaboration, and high-quality public service throughout the organization.
- Coordinate the work of department heads; work collaboratively to establish clear goals and performance expectations; assess staffing and organizational needs; and recommend improvements to Town structure, policies, and services.
- Working with the Town Council, prepare the proposed annual operating and capital budgets, including a clear budget message for public review and comment.
- Present proposed budgets to Council and, working with the Town Treasurer, monitor adopted budgets, revenues, and expenditures; promote sound internal controls; and keep Council advised of the Town's financial condition and future needs.
- Provide Town Council with a monthly overview of financial performance, significant variances, and unexpected expenses.

- Prepare or oversee the annual report on the Town's finances and administrative activities and support required audits, financial reporting, procurement, and records management.
- Provide overall administrative coordination and support for the Town's separately budgeted water department and water treatment operations, working collaboratively with departmental leadership and licensed personnel.
- Lead and coordinate long-range planning and implementation for infrastructure, public works, facilities, community development, economic development, downtown vitality, tourism, and quality-of-life initiatives.
- Identify, pursue, administer, and report on federal, state, regional, and private grants; maintain productive relationships with funding agencies, engineers, consultants, contractors, and partner organizations.
- Attend all Town Council meetings; coordinate accurate and timely agendas, reports, recommendations, and supporting information; participate in discussions without voting; and ensure appropriate follow-up on Council actions.
- Keep Council fully and impartially informed; analyze issues and alternatives; anticipate emerging needs and risks; and recommend policies or actions for Council consideration that protect the health, safety, welfare, and financial interests of the community.
- Promote and ensure compliance with applicable federal and Virginia laws, the Town Charter, Town ordinances, Council policies, the Virginia Freedom of Information Act, the Virginia Public Procurement Act, personnel requirements, permits, franchises, contracts, grants, and other regulatory obligations.
- Coordinate and administer the purchasing of materials, supplies, equipment, construction, and professional services within adopted budgets, procurement requirements, and Council authorization; administer contracts and monitor performance.
- Respond to citizen and business questions or complaints in a fair, timely, and professional manner; investigate concerns regarding Town administration, utilities, permits, franchises, and service delivery.
- Serve as a visible and accessible representative of Gate City with residents, businesses, civic organizations, Scott County, neighboring localities, regional organizations, state and federal agencies, and the news media.
- Coordinate clear, accurate, timely, and accessible public information through the Town website, social media, news releases, public meetings, and other appropriate channels; support communications and tourism efforts that strengthen civic engagement and promote Gate City.
- Support emergency preparedness, continuity of operations, workplace safety, cybersecurity awareness, and coordinated responses to service disruptions, severe weather, and other emergencies.
- Serve as the Town administrative official on the Planning Commission as a nonvoting member, as provided by the Gate City Code, and perform other statutory, charter, ordinance, or Council-assigned duties.
- Be available outside normal business hours for Council meetings, emergencies, community events, and other Town business as reasonably required.

Authority and working relationships

The Town Manager works closely with the Mayor and Council while preserving a clear distinction between Council's policy role and the Manager's administrative role. Consistent with the Gate City Code, directives to the Manager are issued by Council as a body, and Council members generally address significant administrative matters involving employees through the Manager.

Minimum qualifications

- Bachelor's degree from an accredited college or university in public administration, business administration, finance, city planning, community or economic development or a related field.
- Demonstrated ability to lead people, manage competing priorities, analyze complex issues, communicate clearly, and work effectively with an elected governing body and the public.
- Knowledge of budgeting, financial management, personnel administration, procurement, project management, public works or utilities, community development, and the legal framework of local government.

- Proficiency with common office technology and the ability to use digital communication tools, websites, and social media effectively and responsibly.
- Valid driver's license and ability to attend evening meetings, respond to emergencies, visit Town facilities and project sites, and travel for Town business.

Preferred qualifications

- Progressively responsible experience in local government, public administration, utility operations, finance, economic development, planning, or a closely related setting. Council may consider a strong entry level candidate with an appropriate degree and exceptional leadership potential.
- Experience preparing and administering municipal budgets and capital improvement plans; managing grants and contracts; and supervising department heads or multidisciplinary teams.
- Experience with water or wastewater utilities, public works, infrastructure projects, regulatory compliance, tourism, downtown development, and public communications.

Knowledge skills and leadership qualities

- Ethical, nonpartisan, transparent, and service-oriented leadership; sound judgment; discretion; and personal accountability.
- Ability to build trust with Council, employees, residents, businesses, and regional partners while handling conflict and sensitive matters constructively.
- Ability to convert Council priorities into realistic work plans, timelines, budgets, and measurable results.
- Working knowledge of Virginia local government law and practice, including open meetings and records, conflicts of interest, procurement, budgeting, personnel, land use, and utility regulation.

Physical and working conditions

Work is primarily administrative and is performed in a normal office environment. The position requires frequent computer use and communication; attendance at evening or occasional weekend meetings and events; travel within and outside the Town; and periodic exposure to outdoor conditions, construction areas, utility facilities, and emergency situations. Reasonable accommodations will be considered in accordance with applicable law. Final physical requirements should be confirmed through the Town's Personnel Committee and legal review.

General Employment Provisions

This job description describes the principal responsibilities and essential functions of the position but is not intended to include every duty that may be required. The Town Council may assign, modify, or remove duties as the Town's needs require, consistent with applicable law, the Town Charter, Town Code, adopted policies, and any employment agreement. The successful candidate must be able to perform the position's essential functions, with or without reasonable accommodation. This description does not constitute an employment contract, guarantee employment for any specific period, or modify the Town Council's authority regarding appointment, supervision, compensation, evaluation, discipline, suspension, or removal.

The Town of Gate City is an equal opportunity employer. Employment decisions are made without unlawful discrimination based on race, color, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, disability, genetic information, military or veteran status, sexual orientation, gender identity, or any other status protected by applicable federal or Virginia law. The Town will provide reasonable accommodation to qualified applicants and employees with disabilities as required by law.