

## **Town Manager**

Town of Strasburg, Virginia

Salary Range: \$79,428 to \$120,022

The Town of Strasburg is currently accepting applications for the position of Town Manager. The Town of Strasburg, home to approximately 6,200 residents, is located in Shenandoah County at the northern end of the Shenandoah Valley. The Town is a full-service municipality with approximately 60 employees which operates under the direction of a Mayor and 8-member Council. The Town operates on an overall budget of approximately \$8 million including general, water, sewer, trash, and recreation enterprise funds. In addition, the Town is embarking on a series of important infrastructure improvements including new water and wastewater treatment plants and downtown streetscape improvements. The Town Manager performs complex executive work managing and directing the daily operational activities of the town through communication with department heads and under the general direction of the Town Council. The Manager professionally administers all town affairs, ensures that town ordinances, regulations, and policies are enforced, and prepares reports, analysis, and recommendations for Council. Supervision is exercised over all personnel within the town organization. A bachelor's degree with coursework in public administration, or a related field and considerable experience, or an equivalent combination of education and experience is required for this position. A master's degree with administrative experience at the local government level is preferred. Candidates for the position should submit a Town employment application, resume, salary history, and list of references to: Town Manager Search, Town of Strasburg, P.O. Box 351, Strasburg, VA 22657. Applications accepted through September 17, 2010. The Town of Strasburg is an equal opportunity employer.

# Town Manager

FLSA Status: *Exempt*

## General Definition of Work

Performs complex executive work managing and directing daily operational activities through direct communication with department heads, ensuring the professional administration of Town affairs, ensuring that Town ordinances, regulations and policies are properly enforced, preparing reports, and related work as apparent or assigned. Work is performed under the general direction of the Town Council. Organizational supervision is exercised over all personnel within the organization.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

## Essential Functions

- Attends various Town Council and committee meetings.
- Prepares and maintains budget.
- Directs and supervises department heads.
- Enforces Town Ordinances.
- Receives and handles citizen complaints or directs to the appropriate department.
- Serves as the Town's purchasing agent and procurement officer.
- Prepares and submits requested reports.
- Assists the Finance Director in securing short and long-term financing for equipment and capital projects.

## Knowledge, Skills and Abilities

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of municipal finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a municipal corporation; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop effective solutions from general instructions; ability to meet the public and to discuss problems and complaints; ability to plan, direct and coordinate the work of a large operating agency; ability to establish and maintain effective working relationships with associates and the general public.

## Education and Experience

Bachelor's degree with coursework in public administration, or related field and considerable experience, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires sitting and using hands to finger, handle or feel and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating machines; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

None.

# Application For Employment

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or handicap, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For:	Date of Application:
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How Did You Learn About Us?		
<input type="checkbox"/> Advertisement	<input type="checkbox"/> Friend	<input type="checkbox"/> Walk-In
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> Relative	<input type="checkbox"/> Other _____

Last Name	First Name	Middle Name
Address	Number	Street
	City	State
	Zip Code	
Telephone Numbers	Home	Cell
		Social Security Number

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes  No

Have you ever filed an application with us before?

Yes  No

If Yes, give date

Have you ever been employed with us before?

Yes  No

If Yes, give date

Are you currently employed?

Yes  No

May we contact your present employer?

Yes  No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

*Proof of citizenship or immigration status will be required upon employment.*

Yes  No

On what date would you be available for work?

Are you available to work:  Full Time  Part Time  Shift Work  Temporary

Are you currently on "lay-off" status and subject to recall?  Yes  No

Can you travel if a job requires it?  Yes  No

Have you been convicted of a felony within the last 7 years?  Yes  No

*Conviction will not necessarily disqualify an applicant from employment.*

If Yes, please explain: \_\_\_\_\_

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# Education

	Elementary School	High School	Undergraduate College/University	Graduate/Professional
School Name and Location				
Years Completed	4   5   6   7   8	9   10   11   12	1   2   3   4	1   2   3   4
Diploma/Degree				
Describe Course of Study				
Describe any specialized training, apprenticeship, skills, and extra-curricular activities				
Describe any honors you have received				
State any additional information you feel may be helpful to us in considering your application				

Indicate any foreign languages you can speak, read, and/or write			
	FLUENT	GOOD	FAIR
SPEAK			
READ			
WRITE			

List professional, trade, business or civic activities and offices held.  
*You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, or handicap or other protected status.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Have you ever had any job-related training in the United States military?  Yes  No  
 If Yes, please describe \_\_\_\_\_

Are you physically or otherwise unable to perform the duties of the job for which you are applying?  Yes  No

# Employment Experience

Start with your present or last job. Include any job-related military service assignments and volunteer activities. You may exclude organizations which indicate race, color, religion, gender, national origin, handicap or other protected status.

Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				
Employer		Dates Employed		<b>Work Performed</b>
		From	To	
Address				
Telephone Number(s)		Hourly Rate/Salary		
		Starting	Final	
Job Title	Supervisor			
Reason for Leaving				

If you need additional space, please continue on a separate sheet of paper.

## Special Skills and Qualifications

Summarize special job-related skills and qualifications acquired from employment or other experience.

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# Applicant's Statement

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I certify that answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the employer.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

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## FOR PERSONNEL DEPARTMENT USE ONLY

Arrange Interview  Yes  No

Remarks \_\_\_\_\_  
\_\_\_\_\_

Employed  Yes  No Date of Employment \_\_\_\_\_

Job Title \_\_\_\_\_ Hourly Rate/  
Salary \_\_\_\_\_ Department \_\_\_\_\_

By \_\_\_\_\_  
NAME AND TITLE DATE

NOTES \_\_\_\_\_  
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