



Position Description

Title:	Deputy Town Manager
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Pay Grade: 114
Class Code: 301
FLSA Status: Exempt

SALARY RANGE AND BENEFITS

Salary Range: \$ \$120,236.19 – \$198,389.71- annually; salary is negotiable depending on qualifications and experience. The Town of Dumfries offers a full range of employee benefits, including enrollment in healthcare and retirement plans.

Job Summary:

The Deputy Town Manager provides professional, administrative, and supervisory support while assisting with the overall planning and direction of Town administration. This position works under the supervision of the Town Manager and performs a variety of duties requiring independent judgment and initiative. It involves coordination across departments and frequent interaction with the public, Town Council, and regional stakeholders. This positions assists with the day-to-day operation of the Town of Dumfries, Virginia.

This is an essential position and is expected to respond to emergencies when needed. The Deputy Town Manager also serves as Acting Town Manager during the Town Manager's absence.

Reporting Relationships: Reports directly to the Town Manager.

ESSENTIAL JOB FUNCTIONS:

- Assists the Town Manager in daily administration and operations of the Town and makes recommendations on key matters.
- Serves as Acting Town Manager in the absence of the Town Manager.
- Establishes the policies and objectives of the Town in accordance with applicable directives from the Town Manager; plans objectives and develops organizational policies to coordinate functions and operations between all Town departments; establishes responsibilities and procedures for attaining objectives.
- Develops and implements personnel and management policies.
- Provides overall direction and leadership to departmental directors, which may include assigning projects and objectives conducting performance evaluations; developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.
- Oversees the program management and completion of all American Rescue Plan Act (ARPA) projects and coordination with contractors and federal agencies.

- Manages Capital Improvement Program and individual Capital Project implementation.
- Oversees departments including Public Works (Code Compliance, Building Permits and Inspections), Recreation and Civic Engagement, and Planning & Economic and Community Development.
- Provides overall direction and leadership to some departmental directors, which may include assigning projects and objectives conducting performance evaluations; developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.
- Assists with the execution of strategic priorities of the Town, ensures organizational effectiveness and responsiveness to the Town Council on behalf of the Town Manager, and manages the Town in accordance with established policies and procedures. The Deputy Town Manager assists the Town Manager and the Town Council in developing, updating, and executing a long-range strategic plan.
- Responds to citizen inquiries and complaints and engages with various public stakeholders.
- Assists in preparing the annual operating and capital budgets.
- Conducts policy research and analysis.
- Represents the Town Manager at council, committee, and regional/state/federal meetings as needed.
- Prepares reports, presentations, correspondence, and other key documents.
- Administers grant applications and reporting, in coordination with the Town Manager.
- Provides guidance to the Town Manager, Mayor, Council, and appointed boards/commissions.
- Maintain good working relations with representatives of government agencies and agencies, staff, members of the Council, other municipalities and organizations, and the public.
- Communicate with the public in an effective and courteous manner and ensure that all inquiries and complaints are handled quickly and courteously.

Knowledge, Competencies & Technical Skills:

- Working knowledge of federal, state, and local regulations affecting municipal government.
- Executive/Senior-level management and supervisory experience.
- Excellent time management, presentation, and organizational skills.
- Knowledge of and experience with community economic development, recreation and public works.
- Knowledge of capital project implementation and funding.
- Knowledge of computers and computerized accounting, communications, and other applications.
- Strong written, verbal, public presentation, facilitation, and consensus-building skills.
- Have strong command presence and demonstrated leadership, management and analytical skills.
- Ability to develop and negotiate contracts services, including identification and provision of necessary deliverables.
- Ability to organize and use time effectively and handle several significant responsibilities simultaneously.
- Ability to listen to and accept criticism
- Strong analytical and communication abilities.

- Ability to interpret complex legal and technical information and manage multiple priorities effectively.
- Valid Virginia Driver's License.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Publisher, Outlook).

Expected Hours & Travel:

This is a full-time, salaried position. Occasional travel is required for conferences or professional development opportunities. **This position is considered essential and must be available for emergency response as needed.**

Required Education & Experience:

- Master's Degree in Public Administration, Public Policy, or Business Administration (Bachelor's Degree with 10 years of relevant experience may be considered).
- Minimum of five (5) years of executive/senior management experience in local government; equivalent combinations of education and experience may be considered.
- **Preferred candidates will have direct experience in economic development and municipal finance, including project implementation, funding strategies, and public-private partnerships.**
- An equivalent combination of training and experience may be used to meet the minimum qualifications of the position.

Knowledge, Skills and Abilities:

- Knowledge of Town policies and procedures.
- Knowledge of modern office equipment, practices, and procedures.
- Skill in the use of computers, Microsoft Office applications, and other software applications as required by the position.
- Skill in communication, both verbally and in writing.
- Ability to establish and maintain effective working relationships with other personnel and the public.

PHYSICAL DEMANDS:

The work is sedentary to light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Requires standing or sitting for sustained periods of time; walking or moving from one work site to another; manual dexterity to pick, pinch, type, or otherwise work primarily with fingers; mental acuity, including the ability to make rational decisions through sound logic and deductive processes; hearing to receive detailed information and to make the discrimination in sound; and the ability to express ideas by means of the spoken word and have close visual acuity.

WORK ENVIRONMENT:

Essential functions are regularly performed without exposure to adverse environmental conditions. work is performed in a standard, temperature-controlled environment subject to typical office noise and environment. The Town of Dumfries has the right to revise this position description at any time and does not represent in any way a contract of employment. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Americans With Disabilities Act Requirements

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the primary job functions herein described.

Equal Employment Opportunity Statement

It is the policy of the Town of Dumfries to provide equal opportunity to all employees and potential employees. No officer or employee shall discriminate against any employee or applicant for employment with regard to recruitment or employment on the basis of race, age, sex, national origin, religion, sexual orientation, disability, or membership in other protected groups.

ALL INTERESTED APPLICANTS MUST COMPLETE A TOWN OF DUMFRIES EMPLOYMENT APPLICATION AT [Microsoft Word - Dumfries Employment Application](#)

Hill-Christian Consulting, LLC is facilitating this search on behalf of the Town Manager. Please forward a completed employment application along with your resume and cover letter and inquiries directly to Sheila Hill-Christian at Sheila@hillchristianconsulting.com or call 1(804) 305-1190.