

Town of Damascus

"The Strength of a Town Lies in the Confidence and Cooperation of Its People"

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DAMASCUS, VIRGINIA 24236-0576

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Email: administrator@damascus.org

POSITION TITLE: Town Manager

CATEGORY: Administration

POSITION PLACEMENT: Appointed by the Town Council.

PUBLIC SERVANT: Serves at the pleasure of the Council.

REPORTS TO: Town Council

REQUIREMENTS: Bachelor's degree *plus* education and experience related to local government administration, finance, project management, and land use planning.

JOB SUMMARY: Under the direction of the Town Council, provides direct supervision of Administration & Finance Department, including budget development, plus setup and completion of projects, zoning administration, code and policy updates, as well as general oversight of other town departments. Accountable for the administration of the town's day-to-day activities as well as long-range planning. Employee's actions will have considerable impact on financial resources, goodwill, and/or public assets of the town. Significant interaction with diverse constituencies and public contact is required. Considerable independence in decision-making will be expected. (Performs related work as required.)

Duties as the Town Manager include, but are not limited to:

1. Administration of the zoning and floodplain regulations in coordination with planning commission, DCR, and FEMA; act as the zoning administrator and secretary of the planning commission.

2. Responsible for development of the budget, in coordination with treasurer, including completion of financial analyses; responsible for ongoing maintenance of the Capital Improvements Plan.
3. Responsible for procurement, as necessary, related to state and federal funding sources; includes general compliance with the adopted small purchase procedures agency wide.
4. Provide assistance to planning commission related to subdivision and land use regulations, capital improvements planning, comprehensive planning, and compliance with related regulations.
5. Plan, procure, organize, direct, and assist with construction projects; includes on-going evaluation of the overall operating condition of town facilities.
6. Coordinate activities with and between other agencies and local officials, ensuring that all laws, regulations, and procedures are followed.
7. Attending all meetings of the town council, planning commission, the Mount Rogers Regional Cigarette Tax Board, and other meetings crucial to the effective operations of the Town of Damascus.
8. Responsible for coordination of consulting parties, including legal counsel, information technology, planners, architects, and engineers.
9. Act as the point of contact for the Appalachian Trail Conservancy and Creeper Trail Conservancy related to town-owned facilities, policies, and legal agreements.
10. Responsible for drafting contracts for services, requests for proposals (RFPs), requests for qualifications (RFQs), internal policies, standards of practice (SOPs) and operations manuals, resolutions, letters and other official correspondence, ordinances/ordinance amendments, and any other similar documents.
11. Responsible for coordinating annual employee evaluations with the department committee chair.
12. Establish and maintain an effective working relationship with the public, outdoor recreation organizations, local and regional partners, state and federal agencies, and other employees.
13. Act as the bridge between the mayor and town council; recommend and implement specific actions and ensure that decisions are implemented related to the town's best interests.
14. Be capable of handling personnel issues; understand and update policies related to human resources.
15. Keep thorough records and prepare necessary reports.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

- Must react quickly and calmly in emergency situations and determine proper courses of action; must be proficient in the operation of facilities and departments.
- Must be able to communicate clearly and professionally when representing the town as the point of contact for the Appalachian Trail Conservancy, Creeper Trail Conservancy, USFS, DCR, DHCD, VTC, ARC, FEMA, Washington County, and MRPDC.

SPECIAL REQUIREMENTS:

- Proficient in Microsoft Office and Google Workspace.
- Valid State Driver's License, or ability to obtain one.
- Willing to obtain certifications necessary to perform duties, such as becoming a certified zoning administrator.
- Ability to work long hours if necessary.