

TOWN MANAGER

Damascus, VA

Recruitment Profile

The Town of Damascus is seeking an experienced professional to serve as Town Manager, the head of administration and finance, and the administrative officer responsible for directing programs and operations of the town government generally.

This recruitment profile outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of Town Manager.

Qualified candidates are encouraged to submit a cover letter and resume, with salary history and professional references, to the Mount Rogers Planning District Commission via email at gblevins@mrpdc.org. While the position is open until filled, review of candidates will begin on May 15, 2024. Inquiries relating to the Town Manager position may be directed to:

Gavin N. Blevins
gblevins@mrpdc.org

About the Town and the Position:

The Town of Damascus is a small town composed of approximately 767 residents and occupying approximately 0.8 square miles within Washington County, Virginia. The town employs 11 full-time employees, 2 part-time employees, and approximately 13 seasonal employees at the pool. The town has an Administration & Finance Department, Police Department, Public Works Department, and Recreation Department. The annual operating budget is approximately \$1,500,000.

The Town of Damascus is a mayor-council form of local government, and the town manager is delegated authority by the mayor and/or through policy of the town council. The town manager is the head of the Administration and Finance Department, develops the annual budget with the assistance of the treasurer and clerk, functions as the appointed zoning and floodplain administrator, handles development and implementation of policies and plans, and generally advises and assists the mayor and council in the professional administration of the town.

The town is a joint owner of the VA Creeper Trail, maintains two public parks, maintains streets and sidewalks, and is currently working on the following projects: finance software transition, code recodification, comprehensive plan re-write, housing rehabilitation, sidewalk replacements, streambank stabilization, and feasibility studies.

Position Profile:

Qualifications, Education & Experience

The following education and experience factors are the expected qualifications for successful performance:

- A Bachelor's degree in Public Administration, Business Management, Land Use Planning, or a related field; Master's degree preferred; experience equivalent to a Master's degree may be considered.
- Three to five years of successful leadership at a senior executive/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of town government operations; and consistently increasing responsibilities in career growth. Local government experience in Virginia as a manager, deputy or assistant is desirable. Past service in a smaller community would be a plus.
- A record of being an active member of one's community, through participation in local service organizations and volunteer activities.

- A demonstrated commitment to ongoing professional development through participation in organizations such as the Virginia Local Government Management Association (VLGMA), Virginia Municipal League (VML), or other such similar organizations.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

Personal Traits and Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, open, and personable interactions with all Town employees, community members, and the Town Council.
- Professionally competent, with confidence and directness tempered by humility, fairness, and calm.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views; empathetic, thoughtful, deliberative, and well organized. A confident public speaker.
- Strong leadership skills, in the government organization, the community, and the region; visionary, proactive, decisive, and responsive; able to facilitate the blending of differing points of view into a reasonable approach for community betterment with flexibility and an entrepreneurial spirit.
- Knowledgeable and supportive of the principles of the mayor-council and council-manager form of government and respectful of the different and complementary roles of the town council and the town manager.
- A role model, coach, and mentor for employees; dedicated to the professional development of staff; able to empower employees, to delegate appropriately, and to raise up leaders with a focus on performance, collaboration, and accountability.
- Able to translate council's decisions effectively to staff and citizens.
- Team-focused, energetic, and collaborative among Town departments.
- Project management experience and an understanding of basic engineering concepts; able to evaluate proposals effectively.

Performance Expectations

- Short-term, immediate actions will be to engage with staff and council, review town policies and procedures, understand the budget, and get up to speed on active issues and projects.
- Recognizes the value of regional thinking and planning and offers ideas and opinions to partners in a fair and equitable manner.
- Fosters and maintains relationships and alliances with state agencies for the betterment of Damascus.
- Facilitating innovation, entrepreneurialism, and positive change while demonstrating an appreciation for the community's culture and history.
- Active and visible participation in community activities as a resident of the Town.
- Accessible and responsive to citizen concerns and issues; listening, understanding, providing timely follow-up, and facilitating creative solutions, without being rigid or reactionary.
- Proactive in reaching out to town businesses, listening to their concerns, and being responsive when issues arise.
- A commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences.
- Accessible to council members and committed to keeping them all equally informed.
- Fair and equitable treatment of Town employees and departments; committed to their growth and development.

Compensation and Benefits

Compensation for the Town Manager will be competitive, depending on qualifications and experience, with gross annual wages in the \$60-65,000 range. The successful candidate will be offered a benefits package including retirement, health insurance, paid time off, vacation time, sick time, and professional development support.

Application Process

Initial review of candidates will begin on May 10, 2024. Applications received after that date may be considered until the position is filled, however; it is anticipated that initial interviews with selected candidates will be conducted during the week of May 15, 2024. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, in a sealed envelope to The Damascus Town Hall marked ATTN: Gavin N. Blevins. Or mail to,

Town of Damascus
P.O. Box 576
Damascus, Va 24236
ATTN: Gavin N. Blevins

If you have additional questions, please submit them to Gavin N. Blevins via email at gblevins@mrpdc.org.

The Town of Damascus is an Equal Opportunity Employer.