

TOWN OF BOWLING GREEN, VIRGINIA

TOWN MANAGER

Location:	Bowling Green, VA – Caroline County
Classification:	Full-time; FLSA Exempt status
Salary:	\$110,000-\$145,000 annually DOQ/DOE; full benefits package
Reports To:	Mayor and Town Council
Closing Date:	Open until filled; applications reviewed on an ongoing basis

ABOUT THE TOWN OF BOWLING GREEN

The Town of Bowling Green is the county seat of Caroline County, located in Central Virginia roughly midway between Richmond and Fredericksburg along the Interstate 95 corridor. Incorporated in 1837, the Town is home to approximately 1,200 residents and is known for its tree-lined historic downtown, its heritage as the “cradle of American horse racing,” and a strong sense of small-town community.

The Town operates under a Council–Manager form of government, with policy direction provided by an elected Town Council and Mayor, and day-to-day operations managed by the Town Manager. Town departments include Administration, Finance/Treasurer, Community Development & Zoning, Economic Development, Public Works/Utilities, and Police. The Town’s utilities are currently operated by a third party. The Town Manager serves as the Town’s chief administrative officer, overseeing the coordinated operation of all departments on the Council’s behalf.

The Town of Bowling Green is an equal opportunity employer. For more information, visit www.townofbowlinggreenva.gov.

THE POSITION

The Town of Bowling Green is seeking an experienced local government professional to serve as Town Manager. This position is the Town’s chief administrative officer and has direct responsibility for managing and coordinating the operations of all Town departments. The Town Manager reports to the Mayor and Town Council and is responsible for formulating and recommending policy to address present and future issues, developing and implementing sound fiscal management practices, and overseeing the Town’s capital projects, budget, and day-to-day administration.

The incumbent is expected to provide leadership and initiative within the scope of the duties of the office. With overall policy and direction from Town Council, the Town Manager carries out the duties of the office with minimal supervision and coordinates the necessary activities of all departments; such guidance may come directly from Council or may be derived from Council’s discussions and deliberations. The incumbent has the authority to make decisions on matters relating to the operation of the position and the effective performance of its duties and is expected to exercise individual discretion and sound judgment in accomplishing assigned tasks. The Town Manager is expected to provide quality service to the Town, its residents, and to Town Council in a professional manner. The successful candidate must be able to represent the Town with tact, credibility, and sound judgment in a wide range of public and intergovernmental settings.

ESSENTIAL DUTIES & RESPONSIBILITIES

With overall policy and direction from Town Council, the Town Manager shall:

1. Carry out the directions of the Town Council and Mayor in the administration of the Town.
2. Direct the normal activities of Town government.
3. Plan, direct, and review the work of Town staff, and encourage the professional development of employees.
4. Prepare and administer the annual budget and otherwise keep the Town Council advised of the financial condition of the Town, including the status of major projects and programs.
5. Prepare periodic and special reports concerning the activities of the Town of Bowling Green.
6. Attend Town Council, Town Council Committee, Planning Commission, Board of Zoning Appeals, and Economic Development Authority meetings, participating in discussions and producing special studies and

reports as deemed necessary; attend meetings of other committees, commissions, organizations, and groups as needed. Represent the Town in intergovernmental programs and on intergovernmental committees when designated by the Town Council.

7. Serve as the Town Zoning Administrator, and Subdivision Official, along with other designations as Town Council deems necessary.
8. Investigate and resolve citizen complaints or, when appropriate, refer such matters to Town Council for resolution.
9. Attend professional meetings and otherwise keep abreast of modern developments in local government operations.
10. Arrange the agendas for Town Council, Council Committees, Planning Commission, Board of Zoning Appeals, and Economic Development Authority meetings; coordinate appearances before Town Council and other bodies; prepare material for consideration by noted groups; and keep the Town Council informed of matters affecting the governing and administration of the Town.

THE IDEAL CANDIDATE

The ideal candidate will demonstrate the following knowledge, skills, and abilities:

- Ability to deal courteously and effectively with the public, other public officials, and representatives of other organizations, including businesses, vendors, contractors, and other state, regional, and local jurisdictions.
- Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to new situations.
- Ability to make sound decisions and exercise good judgment.
- Ability to supervise, coach, mentor, and motivate others.
- Ability to persuade, convince, and train others.
- Good oral communication skills.
- Working knowledge of computers, electronic data processing, calculators, fax machines, and other miscellaneous office equipment.
- Knowledge of the Town's policies and procedures.
- Knowledge of public administrative principles and practices, research methods, and techniques.
- Comprehensive knowledge of general management and office organizational principles.
- Comprehensive knowledge of the basic laws, ordinances, and regulations underlying municipal government.
- Ability to express ideas effectively, both orally and in writing, and to prepare correspondence conforming to all rules of grammar.
- Ability to establish and maintain successful working relationships, and to foster teamwork, innovation, and creativity.
- Ability to work under pressure and/or frequent interruptions.
- Public speaking skills and the ability to connect with small groups and individuals to understand their concerns.
- Ability to conduct research and analysis for a variety of technical, confidential, and/or complex special projects as assigned.
- Ability to maintain complex records, assemble and organize data, and prepare reports from such records, exercising independent judgment, initiative, and attention to detail in accordance with established policies and procedures with minimal supervision.

EDUCATION & EXPERIENCE

Minimum Requirements

- Bachelor's degree in Public Administration, Business Administration, or a related field; a graduate degree in Public Administration, Business Administration or Public Policy is preferred. Any equivalent combination of education and experience in local government management will be considered.
- A minimum of five (5) to seven (7) years of progressively responsible local government management experience is required.

Preferred

- Master's degree in Public Administration (MPA) or a related field.
- ICMA Credentialed Manager (ICMA-CM) designation, or eligibility for credentialing.
- Prior experience as a Town/City Manager, Assistant Manager, or department head within a Council–Manager form of government.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

The conditions outlined below provide a general overview of the environmental conditions of the job setting and the physical, mental, and sensory requirements necessary to perform the essential functions of the position.

- **Work Environment:** Work is typically performed in an office setting. Some telework is permitted with the prior permission of the Mayor and Town Council. Occasional night meetings and weekend events are required to attend Council, committee, and community functions.
- **Physical Requirements:** Work is primarily sedentary, requiring the exertion of up to 25 pounds of force and a negligible amount of force frequently to move objects. Requires sufficient mobility to work in an office setting; to sit or stand for prolonged periods; and to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard.
- **Writing Ability:** Requires the ability to write general correspondence, policy recommendations, and management reports using proper language, punctuation, grammar, and style.
- **Reading:** Requires the ability to read and interpret budgets, ordinances, contracts, correspondence, and other governmental documentation.
- **Financial Aptitude:** Requires the ability to accurately apply mathematical and analytical methods to budget development, financial forecasting, and capital planning.

BENEFITS

The Town of Bowling Green offers a competitive benefits package for full-time employees. Benefits typically include:

- Participation in the Virginia Retirement System (VRS) with associated benefits
- Health insurance
- Paid time off and paid holidays
- Life insurance
- Flexible work and professional development opportunities/

EEO & ADA COMPLIANCE

The Town of Bowling Green is an Equal Opportunity Employer and bases employment decisions on an individual's qualifications to perform the functions of the job without regard to race, color, religion, sex, age, national origin, veteran status, disability, genetic information, or other protected classification. In accordance with the ADA, the Town provides reasonable accommodation to qualified individuals with disabilities; prospective and current employees are invited to discuss accommodations with management.

TO APPLY

To be considered, applicants must apply, and upload a resume and cover letter at:

<https://go.citygrows.com/town-of-bowling-green-va/job-application>

ABOUT THE REGION

Bowling Green offers the charm of small-town living with convenient access to two of Virginia's major cities — Richmond to the south and Fredericksburg to the north — both a short drive along Interstate 95. The Town features a walkable historic downtown, the Town Park and open spaces, and a calendar of community events. Caroline County and the surrounding region offer abundant outdoor recreation, historic and cultural attractions, and easy access to the Chesapeake Bay region, the Atlantic coast, and the Virginia mountains, making it an appealing place to live and work.

The Town of Bowling Green participates in E-Verify and will provide the federal government with your Form I-9 information to confirm that you are authorized to work in the U.S.