

Town of Laurel Park

Administration Department

Town Manager Job Description

Starting Salary: \$90,000-\$110,000 per year

The Town of Laurel Park, NC seeks a professional with municipal management experience who can effectively create and maintain a network of peers in neighboring communities, municipalities throughout the state, and other intergovernmental entities.

Laurel Park is 2.8 square miles, mainly comprised of residential zoning districts and a population of 2,260. Laurel Park is located at the southern edge of the Blue Ridge Mountains, neighboring the City of Hendersonville, and 26 miles south from City of Asheville. The Town operates under a Council-Manager form of government with the Town Manager being appointed by and working under the direction of the Mayor and four Commissioners elected for staggered terms of four years. With a FY25 General Fund budget of \$4.6 million, Laurel Park provides residents with administration, police, public works, planning and zoning services.

Responsibilities

- Works to continually improve Town services through visioning, strategic planning, policy development, execution, and program evaluation
- Establishes and maintains effective working relationships with other agencies, civic and community groups, professional associates, elected officials, volunteers, governmental bodies, and the public
- Represents the Town interests in working with a broad range of collaborative partners to resolve complex and/or sensitive issues
- Maintains community visibility through active participation on boards and committees impactful to the local community
- Instruct, evaluate and motivate staff to think creatively, effectively and efficiently
- Reinforces positive work environment that fosters excellence in public service

Skills & Requirements

- Developing and drafting policies and ordinances regarding governmental operations for review
- Thorough knowledge of the principles and practices of public budgeting finance administration and municipal accounting
- Knowledge of NC General Statutes, local ordinances, and policies governing the Town
- Integrity, high moral standards, respect, professional demeanor, and transparency
- Independent and self-motivated with the ability to support and inspire others
- Ability to prioritize work, make data driven decisions, meet established deadlines, delegate duties, and attend to details as appropriate
- Exceptional organizational and time management skills, accompanied by a strong capability to prioritize and manage multiple projects and assignments simultaneously

Qualifications

Requires a bachelor's degree in public or business administration or other relevant field; a Master's degree and or ICMA Credentialed Manager is preferred. Candidates should have at least 5 years of progressively responsible leadership and management experience in local government or business; experience as a local government manager, assistant manager or department head is preferred. Experience in North Carolina municipal government or in comparable communities is a plus.

How to Apply

Please submit a cover letter, resume, Town application (www.laurelpark.org), and three professional references.

Via mail:

Attn: Manager Search
Town of Laurel Park
441 White Pine Drive
Laurel Park, NC 28739

Via email: humanresources@laurelpark.org

Applications will be reviewed as they are received, and the position will remain open until filled. The successful applicant must pass a drug test and criminal background check as a condition of employment. The Town of Laurel Park is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, or any other legally protected status.