



DUMFRIES, VIRGINIA

Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

17755 Main Street
Dumfries, Virginia 22026-2386
Tel: 703-221-3400 / Fax: 703-221-3544
www.dumfriesva.gov

ASSISTANT TOWN MANAGER

Hiring Range \$59,999 – \$69,999 (DOE)

General Description of Work

The Assistant Town Manager serves as a member of the Town Manager's management planning and decision-making team. The position has a broad range of management responsibilities in support of the Town Manager and Town Council and assumes the duties and authority of the Town Manager in his/her absence. This position includes providing assistance and support to insure organizational outcomes, analyzing and implementing policies and procedures, conducting research, managing the Capital Improvement Plan, participating in the development of the Town budget, and responding to and resolving public inquiries and complaints. In addition, this position will manage and direct special projects as assigned, act as the Town's Public Information Officer, and have direct managerial and supervisory responsibilities for the Department of Economic Development and Marketing and the Department of Community Services, and will provide input in the management of other Town Departments. Related duties include interacting with and preparing and submitting written and oral reports for elected officials, the Town Manager, boards and commissions, citizen's groups, the general public, and the media. Versatility and flexibility are important traits in terms of success for this position.

Qualifications

The successful candidate must have a record of at least seven years of progressively responsible employment in a local or state government, to include project management, budgeting, and department level management responsibilities. The individual selected must be a team player and possess and be able to demonstrate excellent written and oral communications, interpersonal and analytical skills to deal effectively with Town Council, management staff, community leaders, and representatives from other agencies. The applicant must be knowledgeable in municipal budgeting, program management, and the proficient use of spreadsheets and word processing and data management systems and software.

Experience and Education

Progressively responsible experience in a governmental administrative management capacity, preferably in a local government agency, is required. A Bachelor's degree in a position-relative field or any combination of experience and education that would likely provide the required knowledge and abilities is also qualifying. Applicants must possess a valid VA driver's license.

Benefits

Sick and Annual Leave; Health Insurance; Virginia Retirement System (VRS) Benefits; Deferred Comp Plan (Employee Contributions Only).

Interested applicants must submit a cover letter and resume to the following address or by email no later than October 5, 2012. Employment web-site generated letters and resumes will not be accepted.

Daniel E. Taber
Town Manager
Town of Dumfries
17755 Main Street
Dumfries, Virginia 22026

dtaber@dumfries.va.gov