

# The Town Of Onancock, Virginia

Announces Recruitment For

## Town Manager



### Opportunity to:

Work for a respected and award-winning local government that values teamwork and individual contribution

Become part of an outstanding and highly stable team of elected and appointed officials

Lead a team of dedicated personnel consisting of experienced professionals

### Mission Statement:

The town Of Onancock envisions a united community built on the foundations of its past, the strength of its diverse population and the promise of the future generations by focusing on quality of life for all citizens, through fiscally responsible and responsive public service provision.

### Living in Onancock:

The Town Of Onancock, Virginia, is home to over 1,200 residents and is located on the Eastern Shore of Virginia, 77 miles north of Virginia Beach and 58 miles south of Salisbury, Maryland. The Eastern Shore of Virginia is a natural wonderland that lies between the Chesapeake Bay on its west and the Atlantic Ocean on its east. Beautiful farms and pristine waters are found throughout the area. This is one of the most attractive and desirable locations in Virginia, offering a wide range of historic and recreational activities which provide unique advantages for thriving businesses and for gracious living in a safe, family oriented community.

## Living in Onancock (cont'd)



The Town Of Onancock enjoys an average January temperature of 43 degrees (F) and an average July temperature of 80 degrees (F) with average rainfall of 49 inches and average annual snowfall of 10 inches. U.S. Primary Route 13 bisects the Town Of Onancock north-south. Norfolk International Airport (72 miles) offers daily flights. The Town of Onancock is located within Accomack County and children in Onancock attend Accomack County schools.

### **The Town Of Onancock Government**

Virginians take great pride in their long tradition of reliable government. Virginians operate their local governments according to sound business principles. These principles of good government, fiscal integrity, and public-private partnerships are evident in the town Of Onancock.

The Town provides local government services and is also responsible for its own public utilities system. It is served locally by a Mayor and a six member Town Council. The Town Council also employs a Town Manager who serves as the Town's chief administrative officer under the Council's direction. The Town Council is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the Town's affairs through its appointed administrative officials. The Town of Onancock budget totals \$2.7 million for all funds. Town revenues from local sources are derived primarily from taxes on real estate and personal property. The Town Of Onancock's Police Department provides all law enforcement with a chief and four officers.

## Onancock at a Glance

Organizational Form of Town Government: Traditional, organized and operates pursuant to Virginia statutes

Town Governing Body: Mayor and six member Town Council elected at large

Chief Town Executive / Administrative Officer: Town Manager appointed by Town Council

Virginia House of Delegates District: 100th district

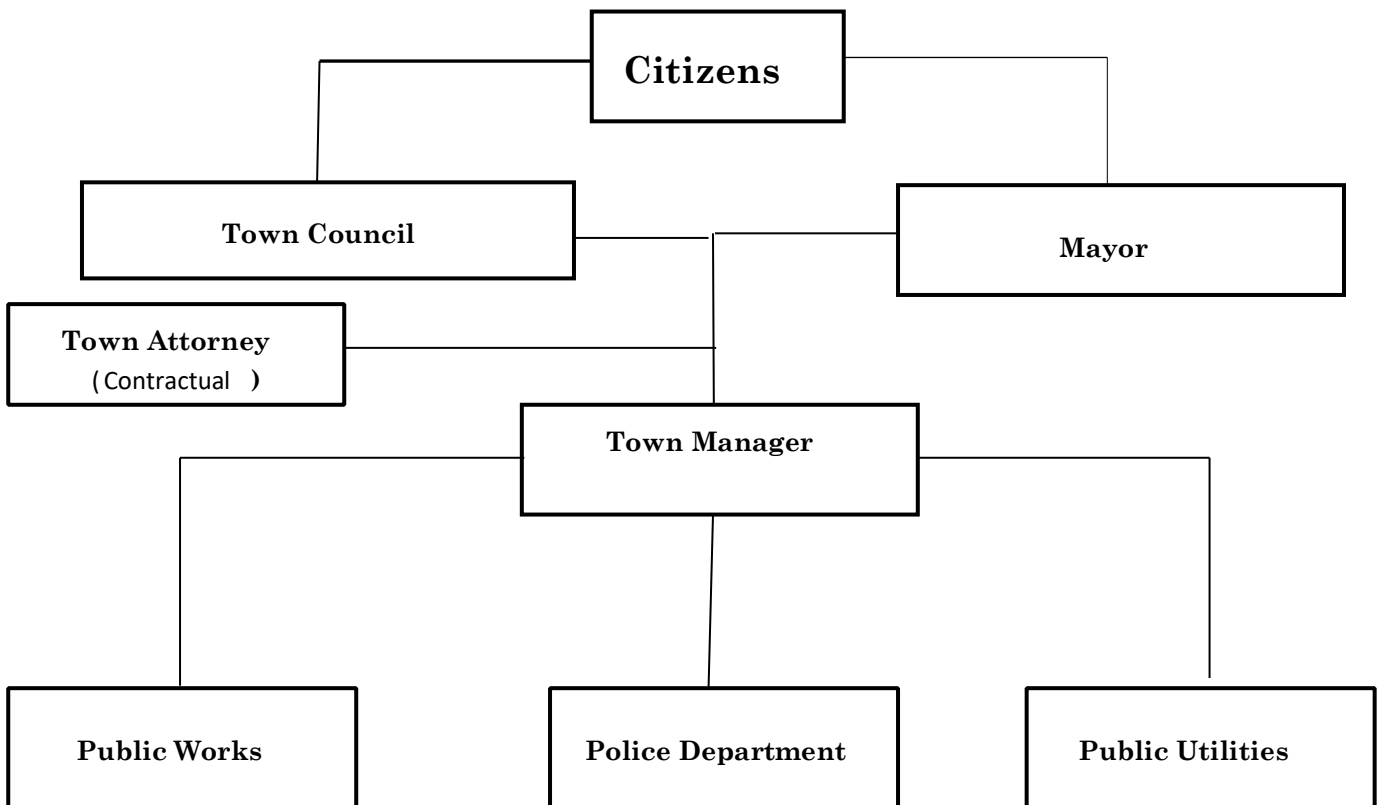
Virginia Senate District: 6th

United States Congressional District: 2nd

For more information on the Town Of Onancock visit:

[www.onancock.com](http://www.onancock.com)

## Town Organizational Chart



## Town Manager Profile

The Town Manager leads the operation of town government. The office advises the Mayor and Town Council, recommends policies, and sets priorities for consideration by the Town Council. The Town Manager ensures compliance with federal, state and local laws, and ordinances, as well as maintains open communication with various sectors of the community such as business owners, area governments, and town residents.

### Education and Experience

- Must possess a Bachelor's degree in Public or Business Administration or related field and have a minimum of three years of experience as a city, county, or town, manager, administrator, or assistant, or comparable private sector experience
- Ideal candidate will have diverse leadership experience and show a high level of interest and successful achievement in public or private sector management. Experience should include a strong financial background



### Personal Traits

- Ethical with high moral standards
- Honest, trustworthy, open and candid
- Loyal
- Accessible and approachable
- Proactive in dealing with issues
- Good listener
- Responsive to town leadership, staff, and citizen concerns
- Visionary, global thinker, willing to think outside the box
- Compassionate
- Self confident, tactful, discrete, diplomatic
- Consensus builder
- Accepts criticism willingly and has the ability to learn from it

## **Professional Skills and Management Style**

- Strong and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills, yet creative, an idea person
- Self starter, hard working and a producer
- Team builder and a people person
- Fair in approach to decision making, yet firm in application of policies, rules and laws
- Ability to manage with confidence and courage to do what is right, even in the face of adversity
- Flexible and able to adjust to changing leadership
- Strategic planner/thinker and effective grant writer and manager
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with town leadership, regional leaders, community groups and citizens
- Understands diversity, ability to communicate with various constituencies with sensitivity and genuineness
- Willing to be the visible leader of Town Of Onancock staff and clearly understands the role of Town Manager

## **Compensation and Benefits**

Salary range for the position is \$80,000-\$90,000 based on qualifications and experience. The successful candidate will receive a comprehensive benefits package to include:

Virginia Retirement System Retirement Plan    Group Life Insurance  
Health, Vision, and Dental Insurance    Paid Holidays, Vacation, and  
Personal and Sick Leave

## Performance and Expectations

**Administrative Ability:** Must have demonstrated performance in working with a staff. Excellent communication skills are required, including the ability to listen to and communicate with various segments of the community, while developing a strong relationship with citizens. The Town Manager must be willing to devote whatever time is necessary to achieve the goals and guidelines established by the Mayor and Town Council. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important.

**Mayor and Town Council Relations:** Ability to take time to listen to and interest in working with the Mayor and Town Council members and to keep them informed and explain issues. The Town Manager must be able to accept constructive criticism and to implement needed changes incorporating new ideas. Incumbent must be open and able to present well thought out recommendations on issues and problems which affect the town. The individual should be able to work closely with staff to interpret and carry out the Council's vision.

**Management:** Must demonstrate a personality that can communicate the town's goals and needs to employees and citizens. Must be prepared to motivate employees and demonstrate fairness in dealing with them. Should have demonstrated a commitment to team building, equal employment opportunity, diversity and upward mobility of staff.

**Budget and Finance:** Should have demonstrated prior experience in successfully managing complex financial systems as well as preparing budget recommendations. Must be able to effectively manage a complex town budget. Experience in working with grant writing and administration.

**Interagency and Multi-jurisdictional Relations:** Must be able to relate to and develop a good working relationship with community-based agencies and multi-jurisdictional boards.

## **Application Process**

The application deadline date is February 29, 2020. Interested applicants should submit a cover letter and confidential resume minimally including three professional references electronically to:

William H. Whitley

whmwhitley@gmail.com

- A pre-employment drug test and an extensive background check are required.
- The Town of Onancock is An Equal Opportunity Employer Committed to Workforce Diversity.