

**TOWN OF MONTROSS
Vacancy Announcement
Town Manager**

TOWN MANAGER, MONTROSS

The Town of Montross is seeking an independent, goal oriented professional to serve as Town Manager, the chief administrative officer responsible for directing programs and operations of the Town government. Responsibilities include working knowledge of water utility, public works and solid waste collection; planning and zoning; preparation of budgets; preparation of reports and proposals for Council. A Bachelor's Degree in Business or Public Administration is preferred; or an equivalent combination of education and experience. Please direct requests for additional information or job description to the Montross Town Manager at 804-493-9623. Please submit a resume and a Virginia Application for Employment to Town of Montross, PO Box 126, Montross, VA 22520. Deadline September 23, 2022. Salary commensurate with experience plus benefits. Additional information is available on the Town's website www.townofmontross.org.

EOE

Town of Montross

JOB DESCRIPTION:

Town Manager

GENERAL DESCRIPTION OF WORK:

Chief Administrative Officer of the Town. Has responsibility for the general management of the administrative affairs and work of the Town, implementing service programs including water and solid waste collection systems; planning and zoning, economic development and others; and preparation of reports and proposals for the Town Council as needed. Serves as Town representative to citizens and the general public.

Position is appointed to serve at the pleasure of the Town Council and is responsible for monitoring, planning, organizing, assigning and reviewing activities as directed by the Town Council under the general supervision of the Mayor. Supervises all other Town employees with the assistance of Council.

ESSENTIAL FUNCTIONS:

The following is a listing of major job requirements, but may not include all functions of job related activities:

- Plans, organizes, directs and administers the executive and administrative activities of the Town.
- Serves as Zoning Administrator and chief enforcement officer of all Town Codes and Ordinances.
- Serves as VRSA Safety Coordinator for the Town.
- Supervises all employees in the performance of their jobs.
- Ensures that employees receive training in connection with their jobs.
- Encourages employees in self-development in their job duties.
- Prepares and administers the Town's operating budget and monitors same.
- Provides recommendations regarding revenue sources, management of financial activities, investments and provides guidance in securing available grants and matching funds programs.
- Prepares reports and brings recommendations regarding the functions, policies, ordinances and activities of the Town to the Town Council.
- Advises Town Council in financial and legislative matters, suggesting actions which should be taken for the betterment of the Town.
- Prepares and places for publication any mandatory public notes relating to Town actions.
- Makes recommendations regarding changes and improvements to the Town's operations.
- Plans for future development, growth, maintenance and expansion of public services.
- Participates in meetings of the Town Council, offering advice and counsel on matters before Town Council.
- Prepares agenda and necessary or appropriate support documentation for Council meetings.
- Supervises the administration of financial affairs of the Town including budget issues and keeping the Council informed.
- Submits monthly financial reports to the Town Council on status of the Town's finances.
- Negotiates contracts for professional and non-professional services and executes said contracts as authorized by Town Council. Provides contract administration for same.
- Prepares reports, agenda and agenda materials, coordinates meetings of the Planning Commission and Board of Zoning Appeals.
- Attends meeting of various commissions, agencies, boards and committees as a representative of the Town.
- Serves to further good public relations between the Council and the general public on all matters relating to the Town.
- Develops and maintains a good relationship with the Federal, State and Local Agencies on behalf of the Town.
- Attends professional meetings and keeps abreast of modern development in municipal government thru VML and VMCA.
- Performs other related duties as assigned by Town Council.

MINIMUM QUALIFICATIONS:

- Possession of a Bachelor's degree in Business or Public Administration; or an equivalent combination of education and experience.
- Accounting qualifications or experience preferred.
- Ability to plan, organizes, coordinate, and prioritize work of the office and staff.
- Ability to devise cost effective approaches to satisfy Town needs.

- 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 governments.
- Ability to communicate ideas effectively, both orally and in writing.
- Ability to make sound decisions and exercise good judgement.
- Ability to accomplish assigned administrative tasks with a minimum of supervision.
- Excellent work history and attendance record.

PHYSICAL AND ENVIRONMENTAL FACTORS:

Physical Demands

- Tasks involve the ability to exert very light physical effort involving some combination of sitting, walking, stooping, kneeling; and may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight.
- Subject to working hours significantly beyond regular schedule hours.

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions but may occasionally require tasks in adverse weather conditions.
- Some travel to off-site locations.

The Town of Montross is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Town.

Commonwealth of Virginia

Please print in ink (preferably black) or use typewriter

An Equal Opportunity Employer



Send this application directly to the agency announcing the vacancy.

Number of attachments _____
Position number _____

Application for Employment

Employees of the Commonwealth and applicants for employment shall be afforded equal opportunity in all aspects of employment without regard to race, color, religion, political affiliation, national origin, disability, marital status, gender or age.

As a means of accommodation to persons with specific disabilities that prevent them from completing this application, confidential assistance in filling out this application may be obtained by calling the agency to which you are applying.

1. Position applied for _____
(one per application)

2. Agency _____

3. Social Security No. _____
(Note: Completion of number three is optional. Failure to submit social security number on this form will not prohibit employment consideration. Social security number may be required on other forms prior to employment.)

4. Full legal name _____
Last First Middle

5. Address _____
City State Zip

6. Home Phone () _____

7. Business Phone () _____

8. E-mail Address _____

9. EDUCATION

a. Check highest grade completed 1 2 3 4 5 6 7 8 9 10 11 12

b. If you did not complete high school, do you have a high school equivalency diploma? Yes No

c. Check number of years of post high school education 1 2 3 4 5 6 7

Name and Location of Institution	Hrs	Degree Received	Major or Specialty	Minor	Dates Attended
1. _____					
2. _____					
3. _____					

d. If you expect to complete an educational program in the near future, please indicate what type of degree or program and expected completion date: _____

10. EXPERIENCE — Use Supplementary Experience Form(s) for additional space. Starting with the most recent, describe ALL paid, military and applicable voluntary experience. Highlight your knowledge, skills and abilities which best demonstrate your qualifications for this position. You may list significantly different jobs within the same organization as separate items. May we contact your present supervisor? Yes No

a. **Job Title** _____ **Duties:** _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____ Salary (start) _____
(finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time Part-time Hours/week Your name if different from present _____

b. **Job Title** _____ **Duties:** _____
Employer _____
Address _____
Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____
Salary (start) _____ (finish) _____ Equipment used _____
Dates (mo/yr) _____ to (mo/yr) _____ Reason for leaving _____
Full-time Part-time Hours/week Your name if different from present _____

c. **Job Title** _____ **Duties:** _____
 Employer _____
 Address _____
 _____ Phone _____
 Type of business _____
 Immediate supervisor _____
 Title _____ Number and titles of employees you supervised _____ Salary (start) _____
 _____ (finish) _____ Equipment used _____ Dates (mo/yr) _____
 _____ to (mo/yr) _____ Reason for leaving _____
 Full-time _____ Part-time _____ Hours/week _____ Your name if different from present _____

d. Use this space for any additional information you think would help us evaluate your application, including training, seminars, workshops, and special achievements or specialized skills: _____

e. Automated word processing (specify equipment) _____
 Typing speed _____ words per minute. Shorthand speed _____ words per minute

f. License (to include driver's), certificate or other authorization to practice a trade or profession.
 Type _____ License Number _____ Granted by (licensing board) _____

11. REFERENCES

List names, addresses and relationships of three persons not related to you who know your qualifications:

Name	Address	Phone	Relationship

12. MISCELLANEOUS

- a. Check which shift you will accept: Day Evening Night Rotating Weekends Specify shift hours _____
- b. Check which job status you will accept: Full-time Part-time (specify) _____
- c. Check which employment status you will accept: Salaried (benefits) Hourly (No benefits) Part-time salaried (leave benefits only)
- d. Are you willing to accept employment which requires you to travel? No Yes. If yes, During the day only, Occasionally overnight, Frequently overnight.
- e. List the geographic locations in which you are willing to work. If anywhere in Virginia, write "all" _____
- f. Are you willing to provide your own transportation if necessary for your employment? Yes No.
- g. For purposes of compliance with The Immigration Reform and Control Act, are you legally eligible for employment in the United States? Yes No. Under the Immigration Reform and Control Act of 1986, you will be required to fill out a certification verifying that you are eligible to be employed and verifying your identity. Further, you will be required to provide documentation to that effect should you be employed.
- h. Section 2.2-2804 of the Code of Virginia prohibits any board, commission, department, agency, institution or instrumentality of the Commonwealth from employing a person who is required to present himself and submit to the federal Selective Service registration requirement and failed to do so. If you are/were required to register for the Selective Service, have you done so? Yes No
 If no, state reason: _____
- i. For purposes of compliance with Section 2.2-2903 of the Code of Virginia, are you a veteran who received an honorable discharge and has (i) provided more than 180 consecutive days of full-time active-duty in the armed forces of the United States or reserve components thereof, including the National the National Guard, or (ii) has a service-connected disability rating fixed by the United States Veterans Affairs? Yes No. If yes, did you serve during the Vietnam Conflict (2/28/61-3/7/75)? Yes No
- j. Have you ever been convicted* for any violation(s) of law, including moving traffic violations. Yes No If YES, please provide the following:
 Description of offense: _____
 Statute or ordinance (if known): _____ Date of Charge: _____ ; Date of Conviction _____
 County, City, State of Conviction: _____
 (For additional convictions use plain paper. Include all information listed above.)

*Convictions include Virginia juvenile adjudications for Capital Murder, First and Second Degree Murder, Lynching, or Aggravated Malicious Wounding, if you were age fourteen (14) to eighteen (18) when charged.

13. When will you be available to start work? (No date is necessary if you are available as soon as you give two (2) weeks notice.)
 _____ Month _____ Day _____ Year

14. CERTIFICATION--Each Application Requires Current Date and Original Signature

I hereby certify that all entries on both sides and attachments are true and complete, and I agree and understand that any falsification of information herein, regardless of time of discovery, may cause forfeiture on my part of any employment in the service of the Commonwealth of Virginia. I understand that all information on this application is subject to verification and I consent to criminal history background checks. I also consent that you may contact references, former employers and educational institutions listed regarding this application. I further authorize the Commonwealth to rely upon and use, as it sees fit, any information received from such contacts. Information contained on this application may be disseminated to other agencies, nongovernmental organizations or systems on a need-to-know basis for good cause shown as determined by the agency head or designee.

Date _____ **Applicant Signature** _____

Pursuant to federal regulations, we collect responses to the questions below for record keeping purposes. This information will NOT be kept with your application for employment. Federal law prohibits unlawful discrimination on the basis of race, color, sex, age, national origin, religion, or disability.

Check the block for the racial or ethnic group with which you identify:

- White (includes Arabian)
- Black (includes Jamaican, Bahamians and other Caribbeans of African but not Hispanic or Arabian descent)
- Hispanic (includes persons of Mexican, Puerto Rican, Central or South American or other Spanish origin or culture)
- Asian & Asian American (includes Pakistanis, Indians & Pacific Islanders)
- American Indians (includes Alaskans)

Check the block for the highest level of education you have completed (check only one):

- Less than 8th grade
- Completed 8th grade
- Attended high school
- High school graduate or equivalent
- Attended college and/or associate degree
- College graduate
- Attended graduate school
- Master's degree
- Graduate study beyond master's requirements
- Ph.D. or professional degree

Check the appropriate block:

- Female
- Male

Please indicate your date of birth: / /

Position applied for: _____

Position number: _____

FOR OFFICE USE ONLY

EEO Category: _____

How did you find out about this employment opportunity?

- Newspaper*
- State RECRUIT system
- Radio/TV*
- Agency Bulletin Board
- VEC
- Other (please specify)

*specify name of newspaper or other media

Supplementary Experience Form

Social Security Number _____
Name _____

Position Applied For _____
Announcement Number _____

Job Title _____ **Duties:** _____
Employer _____
Address _____

Phone _____
Type of business _____
Immediate supervisor _____
Title _____ Number and titles of employees you supervised _____ Salary (start) _____
(finish) _____ Equipment used _____ Dates (mo/yr) _____
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