



## Assistant Town Manager

### Job Description

This is a general overview of duties and responsibilities, though not all inclusive, and many things will be worked on in tandem with the Town Manager's guidance, support, and directive.

#### Duties & Responsibilities:

- Provides assistance to the Town Manager as directed to supplement and aid in the duties, goals, and priorities of the Town Council and Town Manager
- Supports in oversight of all town departments in their daily operations and assists as needed or required
- Assists the Town Manager in the development and implementation of a downtown revitalization strategy and economic development plan
- Develops and oversees the Capital Improvement Plan each year
- Attends and prepares for all Planning Commission meetings
- Acts as Zoning Administrator and subdivision agent, as well as performs planning and community development duties
- Oversees enforcement of town code sections in partnership with New Market Police Department
- Supports the Town Manager in review and drafting of town policies, ordinances, codes, and human resources.
- Performs project management duties for various capital improvement projects as assigned by the Town Manager
- Cultivates and nurtures positive relationships with business owners, non-profits, community leaders, stakeholders, and residents
- Represents the Town Manager at various meetings, regional partnerships, and support organizations as directed
- Assists the Town Manager and Treasurer in the development, implementation, and oversight of the annual budget
- Research and applies for grants as directed or in conjunction with the Town Manager
- Provides staff support to the Events & Marketing Director and attends town sponsored events if needed
- Oversees monthly employee safety training in partnership with VRSA
- Represents the Town Manager in his or her absence

- Responds to citizen inquiries, complaints, suggestions and research for possible solutions that best meet the needs of the inquires and the community
- Participates in professional development to stay current on trends in local government
- Responsible for other duties as assigned or directed by the Town Manager

Requirements of Work:

The preferred candidate will have a Bachelor's Degree in Public Administration, Planning, Business Management, or a similar field and must demonstrate prior experience in the public sector. Other job-related skills include knowledge of government operations in Virginia, excellent written and verbal communication skills, project management experience, financial management, and proficiency in Microsoft Office programs.

This position is full-time FLSA exempt.

The town of New Market is an Equal Opportunity Employer.