



Town Administrator

TOWN ADMINISTRATOR/MANAGER – Williamston, (pop, 5,565) a Certified Audubon International Sustainable Community located along highways US 64 and 17 on the Roanoke River just 20 minutes from the Albemarle Sound is seeking a qualified applicant to implement the policies of a Mayor and 5-member Board of Commissioners. Williamston is a small rural community with deep agricultural roots that offers citizens a full service town focused on improving their quality of life. Williamston is a NC Main Street Community serving as the County seat of Martin County and is home to the Senator Bob Martin Eastern Agricultural Center a full service equestrian facility that hosts over 40 equestrian and other public events each year. Williamston is ranked as one of the “Best Cities for Outdoor Lovers” in America. Williamston is conveniently located half-way between Raleigh and Nags Head.

The successful candidate will provide proactive operational leadership for a mayor-council form of government with assistance from highly qualified and professional department heads. Annual budget of \$11-\$12 million with FT staff of 88. Administrator is Budget Officer and also provides Town Board of commissioners with information and expertise on delivery of municipal services and capital activities including CIP development. Must demonstrate experience in economic development, project management, long-range planning, municipal finance and personnel administration. Administrator has final authority on personnel issues. Must possess excellent interpersonal communication skills and work equally well with governing board, State and county legislatures, State and county agencies, staff & citizens. Master’s degree with five years’ experience preferred; but, related management experience in local government or similar public discipline may be considered. In-town residency required. Salary commensurate with experience and training. Competitive benefits package. Position is open until filled. Applicants who have applied previously do not need to resubmit. Submit personal resume, salary history and North Carolina’s state applications form to:

Town of Williamston
Administrator Search
PO Box 506
Williamston, NC 27892

The Town of Williamston is an Equal Opportunity Employer