



TOWN ADMINISTRATOR/MANAGER

TOWN ADMINISTRATOR/MANAGER – Williamston, (pop, 5,565) a Certified Audubon International Sustainable Community located along highways US 64 and 17 (future I-87) on the Roanoke River conveniently located in Northeastern NC equidistance between Raleigh and Norfolk 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.

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 89. Administrator is Budget Officer and 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. Local residency is preferred, but not required. Salary commensurate with experience and training. Competitive benefits package. Position open until filled. Submit personal resume, salary history and North Carolina's state application form to:

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

The Town of Williamston is an Equal Opportunity Employer