

NELSON A. "TONY" DODI, Mayor
J.C. "J" BOYD, Vice Mayor
JACKIE L. HUBBARD, Interim Town Manager
KEVIN D. TILLER, Town Attorney



COUNCIL MEMBERS
JAMES H. KEGLEY
DeANNA C. JACKSON
A. DOYLE FIELDS
SCOTT J. GILMER
KEVIN B. FERGUSON

TOWN OF LEBANON

Telephone (276) 889-7200 Fax (276) 889-7208
405 West Main Street
P.O. Drawer 309
Lebanon, Virginia

TOWN MANAGER

FLSA Status: Exempt
Town Manager's Office

JOB SUMMARY

This job is the chief administrative officer for the Town of Lebanon, Virginia.

ESSENTIAL FUNCTIONS

- Oversees department heads in the implementation of departmental responsibilities
- Formulates and recommends policies to solve present and future issues and adjust to social and economic trends
- Evaluates, develops, and recommends fiscal policy that will result in sound fiscal management.
- Assists with developing and implementing expense, revenue, and capital improvement budgets; prepares forecasts of future financial conditions; and tax levies
- Manages the Town's debt and bond issuance to ensure the most efficient use of the Town's bond capacity and borrowed monies
- Assist with implementation of the Town's capital projects including streetscapes, water utility and general construction
- Interacts with the Town Council and provides direct administrative assistance and advice to Council members and committees
- Assists in the oversight of regulatory responsibilities of Town Treasurer, Police Chief, Zoning Administrator; consults with Town Attorney for legal counsel when appropriate
- Oversees the procurement of all goods and services; reviews and approves accounts payable
- Handles and resolves resident concerns
- Conducts Town business with federal, state, regional, and local jurisdictions and organizations
- Promotes the Entity as a good place to live and work; encourages and facilitates business start-ups and expansions
- Reviews all disciplinary and performance evaluation matters; administers the personnel rules established by the Town Council
- Sets and carries out administrative policies and procedures
- Ensures business continuity by delegating or transitioning responsibilities during absences

SUPERVISION RECEIVED

Under the Town Charter, this job is appointed by the Town Council to manage the day-to-day operations of the Entity and reports to the Town Council.

RESIDENCY REQUIREMENT

Town Manager must be a resident of the town.

SUPERVISORY RESPONSIBILITIES

This job has direct responsibility for managing and coordinating the operations of all Town departments and operations.

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 regularly scheduled hours

Sensory Requirements

- This job has no unusual sensory requirements

Environmental Factors

- Tasks are regularly performed without exposure to adverse environmental conditions
- Subject to working hours significantly beyond regularly scheduled hours
- Travels to off-site locations

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in public administration, business administration or closely related field, and/or a minimum of five years' experience as a senior manager in local government or corporate.

Knowledge, Skills and Abilities:

- 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 jurisdictions
- Ability to advise and provide interpretation regarding the application of policies, procedures and standards to new situations
- Ability to make sound decisions and exercise good judgment
- Requires the ability to supervise, coach, mentor, and motivate others
- Ability to persuade, convince, and train others
- Good oral communication skills

Licenses or Certifications:

Valid Virginia Driver's License

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

“Progressing For Tomorrow”