

## Job Opening Full-Time Assistant Town Manager

The Town of Wytheville is seeking an experienced local government professional to serve as Assistant Town Manager. The successful candidate reports to and works under the supervision and guidance of the Town Manager and performs a variety of supervisory, administrative, technical, and professional work relative to the immediate and on-going management of the town, its facilities, and staff, with an initial focus on land use and community development and related municipal plans and policies.

### **Qualifications, Education & Experience:**

- Graduation from an accredited college or university
- 5 years of responsible, technical, and managerial experience in planning, zoning, building, code enforcement, community development or closely related field.
- Certification as Zoning Official or Zoning Administrator is required within two years of date of hire.

### **Sample Duties & Responsibilities:**

- Assists the Town Manager in the implementation of Town policies, procedures, and goals.
- Provides professional, building, planning, and land use advice to the Town Manager, Town Council, Planning Commission, Council Committees, and other officials, and makes private and public presentations to the Town Council, Boards, Commissions, civic groups, and the general public as assigned by the Town Manager.
- Assists the Town Manager in the administration of the Zoning and Subdivision Ordinances and oversees the enforcement of town codes, demonstrating the ability to interpret, explain, apply applicable laws, codes, regulations, and design standards.
- Attends Town Council sessions, Planning Commission sessions, Board of Zoning Appeals sessions, and other Town Council committee sessions and meetings required for the administration of the Town and provides information or technical assistance and follow-up support as assigned by the Town Manager.
- Responds to local citizens inquiries about Town planning and zoning regulations and ordinances; and assists in resolving complex disputes between the Town's staff and applicants as required.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to the Town of Wytheville via email at [human.resources@wytheville.org](mailto:human.resources@wytheville.org) or to Town of Wytheville, Attn: Human Resources, 150 E. Monroe Street, Wytheville, VA 24382. Salary will be based on qualifications and experience. While the position is open until filled, review of candidates will begin on or around July 26, 2021;

however, highly qualified candidates may be invited for an interview at any time. Inquiries relating to the Assistant Town Manager position may be directed to:

Town of Wytheville Human Resources Department  
[human.resources@wytheville.org](mailto:human.resources@wytheville.org)  
276-223-3321