

Town Manager - Summerfield, NC

Respectful of the past, focused on the future

The Town of Summerfield, NC, seeks an experienced professional with small-town passion and a strategic thinking mindset to serve as its next **Town Manager**.

Located in northwest Guilford County and the seasonal Piedmont region of North Carolina, Summerfield is an area of rolling, open, and wooded countryside, residential neighborhoods, and limited commercial development. The town is easily accessible to the Piedmont Triad International Airport, Greensboro and major highways. Summerfield is an attractive community of about 12,000 citizens with excellent schools, parks, a developing trails system, and very low taxes. It is the third largest Guilford County municipality population-wise and is characterized by lower-density, larger-lot residential development compared to many suburban communities. Demographically, household incomes and the median home value exceed state averages. Citizens are working, raising families, enjoying leisure time, and are interested in quality of life and their peaceful, safe, and attractive surroundings in northwest Guilford.

The town has a limited-services, small-staff approach to governance and a Council-Manager form of government. The Summerfield Comprehensive Plan and Unified Development Ordinance guide growth and the community is a highly-sought area for families to live, grow, and play.

Summerfield's next Town Manager is knowledgeable of municipal sustainability efforts and will use sustainability as a guiding operational principle while improving the town's planning efforts. From both staff training and development to policy evaluation and infrastructure, the Town Manager will proactively position the town to thrive and adapt in all seasons of change.

About the Position:

The Town of Summerfield, is governed by a mayor and a five-person Town Council. Summerfield is committed to preserving the town's history while preparing for future growth and opportunity. As outlined in its current strategic plan, Summerfield seeks to maintain its reputation as a genuine community while working towards being a walkable community with connections to parks, greenways, and gathering spaces.

Reporting to the Town Council, the Town Manager leads 5 FTEs and oversees the departments of Finance, Parks and Recreation, and Planning. The Town Manager is responsible for the development and management of the town's budget. Summerfield's FY 23-24 general fund budget of \$7M is supported by a tax rate of \$2.75 per \$100 of property valuation.

Summerfield's next Town Manager is a relationship builder who effectively networks with peers in neighboring communities, municipalities throughout the state, and other intergovernmental entities. A responsive, detailed, deadline-oriented professional, the Town Manager continuously monitors and engages in process improvement. In addition to supervising staff, the Town Manager must effectively secure and oversee contracted services. Summerfield provides fire and police protection by contract with Guilford County. The Town Manager is also the staff liaison with the Planning Board and Board of Adjustment.

Responsibilities:

Works to continually improve Town services through visioning, strategic planning, policy development, execution, and program evaluation.

Establishes and maintains effective working relationships with other agencies, civic and community groups, professional associates, supervisors, volunteers, governmental bodies, and the public.

Represents the Town interests in working with a broad range of collaborative partners to resolve complex and/or sensitive issues.

Maintains community visibility through active participation on boards and committees impactful to the local community.

Instruct, evaluate and motivate staff to think creatively, effectively and efficiently.

Reinforces positive work environment that fosters excellence in public service.

Thorough knowledge of NC General Statutes, local ordinances, and policies governing the town.

Qualifications:

Preferred qualifications include prior experience as a Town Manager or Assistant Town Manager, ICMA credentialing and a master's degree in public administration, business administration, civil engineering, urban planning, or related field of municipal government experience.

Minimum qualifications of a bachelor's degree, 5+ years of progressively responsible senior management leadership experience in municipal management.

Additional Skills and Requirements:

Developing and drafting policies and ordinances regarding governmental operations for review.

Thorough knowledge of the principles and practices of public budgeting finance administration and municipal accounting.

Integrity, high moral standards, respect, professional demeanor, and transparency.

Must be willing to work collaboratively and maintain effective relationships with the Town Council, Mayor and Staff.

Must be willing to help advance the vision of the Town Council, Boards and Committees, including training and onboarding as necessary.

Independent and self-motivated with strong creative, analytical, and critical thinking skills to build consensus and make decisions consistent with aligned goals.

Excellent communication skills are a must, including the ability to communicate directly with the community.

Ability to prioritize work, make data driven decisions, meet established deadlines,

delegate duties, and attend to details as appropriate.

Exceptional organizational and time management skills, accompanied by a strong capability to prioritize and manage multiple projects and assignments simultaneously.

Residency within 15 miles of Summerfield's Town Hall within a negotiated time frame is required. Valid driver's license with a safe driving record.

Salary and Benefits:

Starting salary is based on experience and qualifications. The Town of Summerfield provides a comprehensive benefits package, including holiday pay, vacation and sick leave, medical, dental, vision, life insurance, disability insurance, educational reimbursement, and retirement benefits such as membership in the Local Government Employees' Retirement System and employer contributions to 401(K).

To apply, complete employment application (below) and send along with resume to: hclay@summerfieldnc.gov

<https://www.summerfieldnc.gov/index.asp?SEC=25836DCE-50D3-42DD-8744-1C619BE2454F&DE=DC866A3A-9FBD-4CCF-BAD4-183C011D9242>

The Town of Summerfield is an Equal Opportunity Employer.