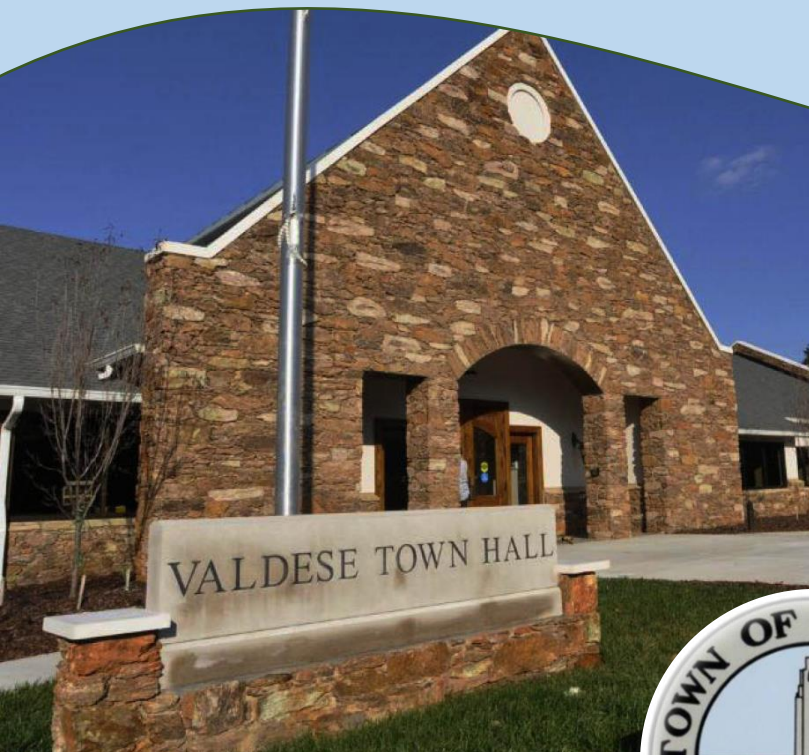


# Inviting Applications for Town Manager



## Town of Valdeese North Carolina

# Are You Our Next Town Manager?



Settled in the picturesque foothills of the Blue Ridge Mountains and entrenched in the spirit of the Waldenses, the Town of Valdese is located in Burke County. The Town is dedicated to the celebration of its culture, utilization of natural resources, and innovative thinking that guarantees a sustainable future for all people. Valdese has 4,900 residents with a vibrant downtown and beautiful outdoor opportunities that include the Catawba River, Lake Rhodhiss, and Mineral Springs Mountain. The town manager reports to the Mayor and five-member Town Council and is responsible for day-to-day operations of Valdese, which includes 71 full-time and 70+ part-time/seasonal employees, while developing and administering a budget of \$14.5 million. The successful candidate must be a leader with strong interpersonal skills and a proven record of successful communication and transparency with elected officials, staff, and citizens. We look forward to your application!

## What We're Looking For

### *Desired Attributes and Characteristics*

- Strong public administration background with a conservative approach to develop and manage a budget with multiple capital projects and collaborate with strategic partners.
- Honest, transparent, and empathetic communicator who is able to effectively interact and work with the Town Council, Town staff, and citizens with varying needs and expectations.
- Ability to develop data-driven and community desired strategic goals and projects with the Town Council, Town departments, Town partners, and stakeholders while accomplishing the priorities of the Action Plan.
- A “working manager” with the capacity and inclination to get out of the office and connect with the public, employees, businesses, and community organizations.
- A truly modern “leader-as-a-coach” who is able to mentor and celebrate high-achieving staff while cultivating a professional and positive work environment for the highest level of employee morale.
- Innovative and critical thinker with the foresight to adapt to growth and changing environments while displaying creativity. A track record of securing alternative funding sources (i.e. grants) is highly desired.
- An energetic entrepreneur with the aptitude to promote and market Valdese by maximizing resources towards positive growth and revitalization.

### *Education & Experience*

- Combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's or master's degree (preferred) in public administration or a related field.
- Extensive experience in an executive role or department head role, preferably in local government.
- Experience with the principles and practices of local government management including economic development, planning, human resource management, grant administration, emergency services, preparation of budgets, and financial management.

### *Hiring Range: \$135,000 - \$170,000 with a Competitive Benefits Package*

*Note: The selected candidate will be expected to reside within the Town limits or within a reasonable commuting distance of 45 minutes.*





## Excellent Management Growth And Project Opportunities



- **The Strategic Plan:** The Town has identified prioritized goals to support its mission “to act in a financially responsible manner while providing quality and efficient City services and creating a sustainable City.” In the [2024 Strategic Plan](#), Town of Valdese identifies the top four budget and priority areas to focus on within the next year. These initiatives include employee retention and recruitment, economic development, public infrastructure, and the Old Rock School. Valdese has a strong relationship with the Western Piedmont Council of Governments, which assists the town with community and strategic planning.

- **Economic development:** The Town Manager will promote economic development initiatives which will create new job opportunities and promote housing development to alleviate “middle-income” housing shortage. The Town Manager will work to maintain competitive tax rates with surrounding towns while building effective relationships with citizens and business owners to reduce local issues.

- **Organizational management and structure:** The Town Manager will execute an organizational analysis to examine pay, job descriptions, and current salary structure. The Town Manager is expected to be an example of a leader within the organization while promoting supervisory development opportunities for staff. The Town Manager will need to assess the training needs of the organization’s current staff to elevate customer service and improvement of processes. Recruitment and retention of staff with an attractive total rewards package is important to the Town.

- **Infrastructure projects:** The Town’s priorities for infrastructure are assessing the facility needs for the fire and police departments and a collaborative water line project with the City of Lenoir. For the public safety facilities project, the council has engaged a general contractor in a design-build capacity to provide estimates for three solutions. Once a solution is selected, the general contractor will proceed to design, specifications, and construction. It will be the responsibility of the Town Manager to manage the public safety facilities project. The second infrastructure project is a collaborative effort with the City of Lenoir to install a 24-inch water line under Lake Rhodhiss. This \$23 million project will be financially supported by State grant funds. This project will enable the purchase of water from the Town of Valdese which will expand the revenue stream and increase the water plant’s capacity which is nearly 50%.



## About The Valdese Community And Government

The Town of Valdese is located in Burke County and nestled in the foothills of the Western Piedmont Region between Hickory and Morganton. With access to the Catawba River and the banks of picturesque Lake Rhodhiss, the Town is intersected by I-40, US Highways 64 and 70, and NC Highways 18 and 181. Valdese is located approximately one hour from the major cities of Charlotte, Winston-Salem, and Asheville and within an hour of the mountains including Boone, Blowing Rock, Banner Elk, and Grandfather's Mountain. Founded on the traditions of 19th-century Waldensian settlers, Valdese honors its rich heritage with historic charm, parks, and annual events.

The Waldensian Heritage Museum and the Trail of Faith take visitors back 130 years and to the Cottian Alps villages of the founding ancestors. Valdese offers many attractions, ranging from vibrant arts and cultural experiences to diverse outdoor activities. The "Old Rock School," a century-old building on the Historic Register, is the Town's arts and cultural center. It houses an arts foundation with exhibitions of monthly art shows along with the Piedmont and Western Railroad Museum. Valdese also features beautiful parks, a quaint walkable downtown, and a truly unique heritage showcased in a variety of attractions.

The Town operates under the council-manager form of government and is composed of a Mayor and five-member Town Council, elected at-large and serving four-year staggered terms. The Town departments include: Administration (Human Resources & Finance), Fire Department; Parks & Recreation; Planning & Zoning; Police Department; Community Affairs & Tourism; Public Works (includes streets & grounds); Wastewater Treatment Plant; Water Treatment Plant; and Water/Sewer Construction. Valdese is also designated as a North Carolina Main Street Community. The town staff includes 71 full-time and 70+ part-time/seasonal. The \$14,463,192 budget is divided into a \$ 7,643,990 General Fund and a \$6,819,202 Water/Sewer Fund.

### How To Apply

Submit a letter of interest, resume, and WPCOG application to the following:

**Western Piedmont Council of Governments**

**Attn: Anthony Starr, Executive Director**

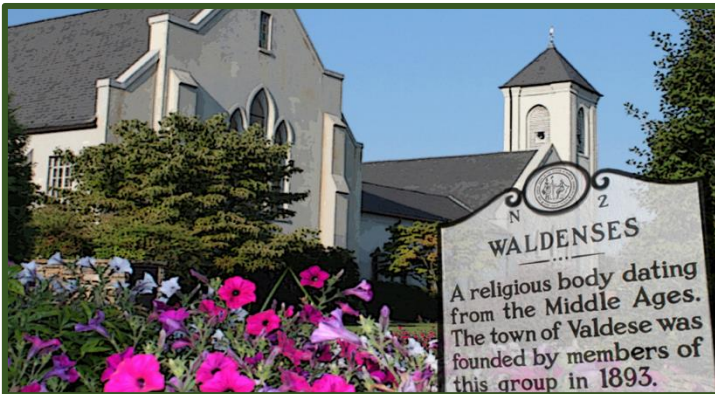
**PO Box 9026**

**Hickory, NC 28603**

Electronic submission of applications via email at [executivedirector@wpcog.org](mailto:executivedirector@wpcog.org) is encouraged. Please submit application materials **no later than Tuesday, March 18<sup>th</sup>**. Candidates will be subject to an interview and assessment process. The first round of interviews are expected to take place in mid/late April 2025.

#### *Equal Opportunity Employment*

The Town of Valdese is an equal opportunity employer.



[www.townofvaldese.com](http://www.townofvaldese.com) | [www.wpcog.org](http://www.wpcog.org)