TOWN OF

Lovettsville VIRGINIA

The German Settlement

invites your interest in the position of

TOWN MANAGER

ABOUT THE COMMUNITY OF LOVETTSVILLE

Lovettsville, originally known as the German Settlement, is a small Town with historical roots that go back to 1732. The Town was laid out in 1820 by David Lovett and served as a thriving commercial center for the surrounding farming areas for over one hundred years. This function was eventually eclipsed during post World war II period by other larger communities in Loudoun County, Northern Virginia and nearby Maryland, which is about three miles from the Town.

Since 2005 the Town has experienced rapid growth in population and housing. The traditional main street character of the Town set in a mostly rural environment is attractive to existing and would be residents. This beautiful setting, in which the Short Hill Mountains can be viewed from most locations in and about Town and is one of the Town's most special features.

The Town's population, currently estimated at 2,300 is served by a number of public services, such as water and sewer, solid waste collection, and facilities such as a community center, community park, library and elementary school. There is a small Town Center which serves the local community along with many private businesses including a bank, convenience store, coffee shop, several restaurants, health care facilities, a spa, and medical and dental offices. There are several places of worship inside as well as near and around Town. The Town's home based businesses, sidewalks, quiet country lanes, and overall setting create a rural feel that helps keep Lovettsville's pace of life slower and less congested than found in the more densely populated areas of Loudoun County.

Additionally, the Town takes pride in hosting major events throughout the year, including Oktoberfest, Mayfest, summer concert and movie series, and multiple winter and holiday themed activities, as well as patriotic ceremonies for Memorial Day, Independence Day, Patriots Day and Veterans Day.

ABOUT THE LOVETTSVILLE TOWN GOVERNMENT

Lovettsville is a Council / Manager form of government. The Mayor and six Town Council Members are elected at large. The Mayor serves a two year term, the Town Council members serve four year staggered terms. The Town Manager is appointed by and serves at the pleasure of the Town Council. The Town Manager serves as the Chief Administrative Officer of the Town and is responsible for the general management of the administrative affairs and work of the Town, including budget/finance, water and sewer services, solid waste collection and recycling, public works, engineering, planning and zoning, and economic development, and serves as the Town's representative to citizens and the general public.

The Town Council meets twice a month at publically advertised meetings at Town Hall. The Town Manager prepares the Agenda for the meeting and confers with the Mayor to insure that issues get addressed in a timely and professional manner before the Town Council and Public.

The Town Manager's recommended budget for Fiscal Year 2019 is $2,220,930 in the Utility Fund and $1,478,199 in the General Fund. There are 10 full time employees including the Town Manager and two part time employees.

ABOUT THE CANDIDATE

The Town of Lovettsville seeks a proven, dedicated, responsive and experienced individual for the Position of Town Manager. The ideal candidate will be an experienced leader with a background in Town or City Management, local governance, or public affairs.

The successful candidate shall possess strong verbal and written communication skills, proven leadership, lead with a collaborative management style and possess the ability to manage multiple projects simultaneously. In addition, the successful candidate shall possess the required skills, knowledge, and abilities including:

• Thorough knowledge of local government policy development and implementation and operational aspects of local government administration.

• Broad and diverse managerial experience in planning and directing major programs of local public services; or any equivalent combination of education and experience.

• Knowledge of principles of personnel management and ability to plan, organize, coordinate, prioritize, assign, and evaluate the work of staff.

• Strong leadership skills

• Ability to supervise, coach, mentor, and motivate others.

• Ability to devise cost-effective approaches to satisfying community needs.

• Ability to communicate complex ideas effectively, both orally and in writing.

• Ability to make sound decisions and exercise good judgement.

• Ability to establish and maintain an effective rapport with all levels of Town officials, Town management, community organizations, contractors, media, and the public.

• Excellent work history and attendance record.

The successful candidate shall possess a Bachelor's Degree in Public Administration, Public Policy, Finance, Accounting, Economics, or Urban Planning. Master's

Degree preferred in Public Administration or Business Administration. Minimum five years of local government leadership and management experience as a Town Manager, Assistant Town Manager, City Manager or Assistant City Manager.

ABOUT THE POSITION

Town Manager responsibilities include, but are not limited to:

● Execution of the day-to-day operations to meet the Town's operational and strategic objectives,

● Managing Town procurement

● Conducts Research regarding benchmarking and best management practices

● Enforcement of all codes and ordinances of the Town and see that all contracts and franchises are faithfully performed

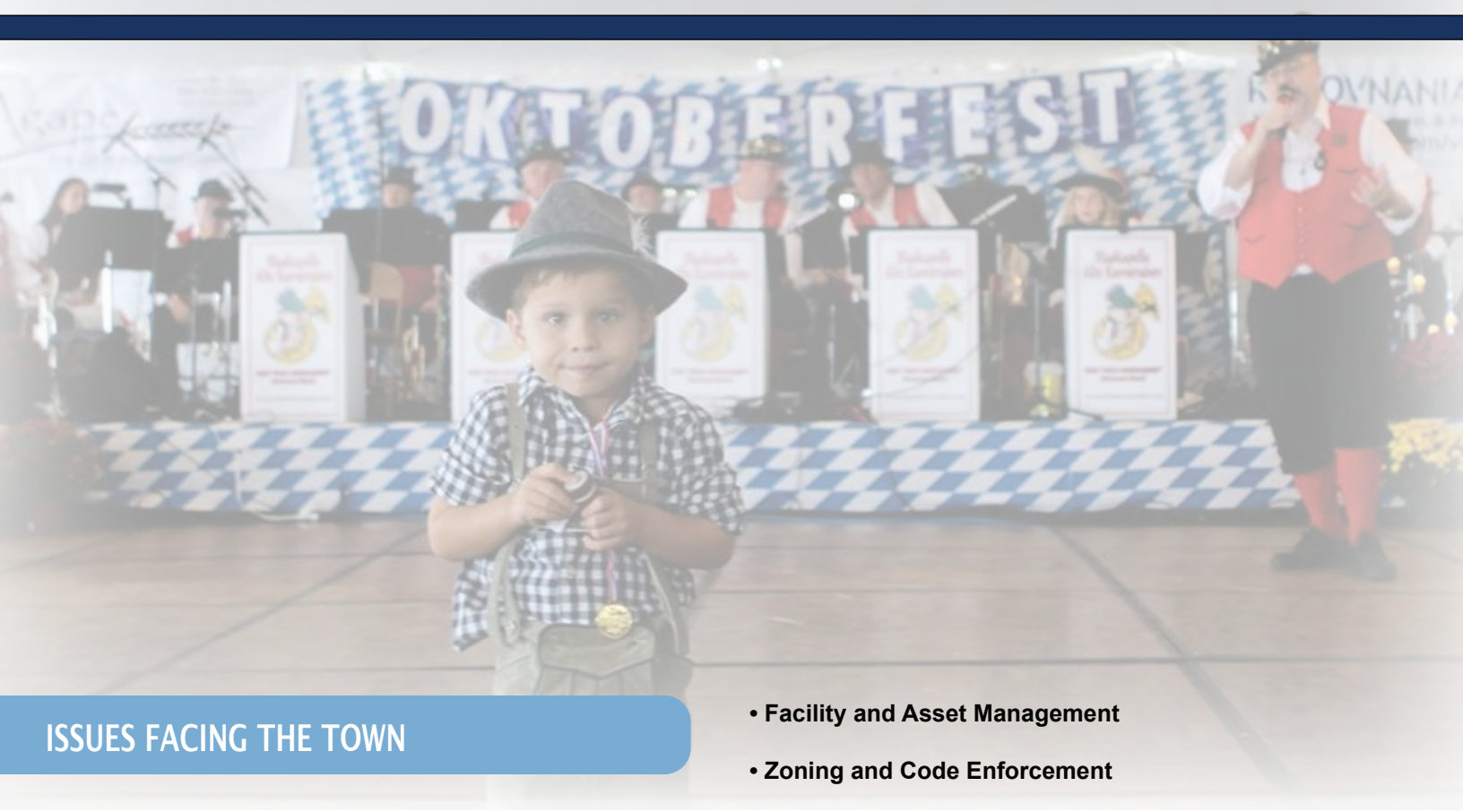
● Effective communication with the Town's citizens, business owners, Mayor and Council members,

● Budget and Capital Improvement Plan (CIP) development and implementation,

● Sound financial planning and reporting,

● Government liaison with other federal, state and local agencies and governing bodies, and

● Supervision of the Town's 10 full time and 2 part time staff, including water and wastewater operations.



ISSUES FACING THE TOWN

The Town Council meets annually to address issues facing the Town and establishes a list of priorities for the Town Manager and staff to follow. The implementation of plans and programs to facilitate and implement actions that address these priorities become the basis for the Town Manager's Annual work Plan. The following are a list of the Town Priorities as approved by the Town Council.

- Ongoing Budgeting and Accounting Oversight
- Sound Financial Management and adherence to Approved Fiscal Policy
- Implementation and Funding of Capital Improvement Plan (CIP) projects approved by Town Council
- Facility, Equipment and Staff Management Related to Events
- Identifying Economic Development opportunities and creating incentives to attract and maintain business.
- Implementing a more efficient system of Water and Sewer meter reading and billing.
- Water and Sewer Plant management and ongoing compliance with Federal, State and County regulations
- Facility and Asset Management
- Zoning and Code Enforcement
- Professional Staff Development and Training
- Seek solutions to short and long term Office Space requirements

COMPENSATION

The new Town Manager for the Town of Lovettsville can expect a competitive salary and benefit package. Salary range is up to $100,000 depending on experience and qualifications. Competitive benefit package includes participation in Virginia Retirement System and The Local Choice Health Benefits Program.

HOW TO APPLY

For further information regarding position, download a brochure describing the position along with an application at www.lovettsvilleva.gov or call 540-822-5788. Send completed application, cover letter and resume to clerk@lovettsvilleva.gov. Application must be received no later than 4:30PM on Friday, September 21, 2018.

An Equal Opportunity Employer: The Town of Lovettsville considers all applicants without regard to gender, race, religion, color, creed, age, disability, national origin, marital or veteran status, or any other legally protected status.