

Town Administrator, Shepherdstown, West Virginia

Position Summary

The Town of Shepherdstown, West Virginia, seeks an experienced and visionary individual for the position of Town Administrator. The Town Administrator reports directly to the Mayor and is responsible for the Town's overall management and administration. The town government operation has an annual budget of \$6.3 million including the water and sewer boards with a staff of thirty-two full-time and four part-time employees. A Mayor and six Council members govern the Town.

About Shepherdstown

Shepherdstown, West Virginia, is a historic college Town located on the banks of the beautiful Potomac River. It has a population of about 1,800 residents. With more than 250 years of history, Shepherdstown is the oldest Town in the State of West Virginia and a popular destination. The Town boasts a vibrant and thriving downtown, complete with an eclectic collection of restaurants and small shops, and is home to Shepherd University, which is among the best small universities in the region. The Town is also known for its support for the environment and the arts including the annual American Conservation Film Festival, the annual Contemporary American Theater Festival, and numerous other arts and music happenings.

The immediately surrounding area offers a rich civil war history, rural landscapes, and easy river and canal path access with abundant opportunities for amazing recreational opportunities including hiking, biking, running, kayaking and river activities, and more.

Shepherdstown is part of the strong Washington, DC-based regional economy. The Town borders Maryland is within minutes from Virginia and Pennsylvania locations, and is only 60-90 minutes from Washington, DC, and Baltimore, Maryland. In Shepherdstown you will find the charm of small-town life with the amenities of a much larger town and easy access to the broader metropolitan area.

About the Town Administrator Position

The Town Administrator is responsible for the general administration of town services and oversight of the annual operating and capital budgets, departments, employees. The Administrator leads and conducts policies, programs, and initiatives to ensure the delivery of effective, efficient, and responsive professional services to the entire community. Services provided by the Town include public safety; highways and streets; planning and zoning; parks; recreation; urban development, water, and sanitary sewer systems; solid waste collection; and general administrative services. The Town owns and administers state-of-the-art water and wastewater treatment facilities that serve residents of the Town and surrounding areas as well.

The Town Administrator position offers immense opportunities for professional growth and advancement, particularly for candidates who are eager to collaborate with elected leaders to bring innovative ideas and implement new strategies to meet the needs of the Town's growing population.

The person selected for the next Town Administrator will have an instrumental role in the development of policy that makes a positive and lasting impact on the Town and the lives of its residents. The candidate selected for the next Town Administrator will be engaged not only in administering the Town's many services but also in strengthening the Town's commitment to first-rate customer service, developing the Town's strategic plan, enhancing communications with the public, creating a more transparent budgeting process, and establishing better land use planning designed to protect the Town's unique character.

Compensation & Benefits

The Town of Shepherdstown offers a salary range of between \$110,000 - \$130,000 depending on qualifications and experience. This is a full-time position with an excellent benefits package that includes a retirement plan, paid holidays, paid time off (vacation, sick and personal time) and health care benefits.

Duties and Responsibilities Include

- ❖ Day-to-day communications with the mayor.
- ❖ Human resource services to ensure appropriate procedures are in place and followed for hiring, training, evaluating, disciplining and if necessary terminating staff and participating in that process.
- ❖ Maintaining adherence to office policies and procedures to ensure effective, efficient, and responsive professional service to the community.
- ❖ Overseeing the town budget and ensuring that timely and accurate financials are provided to the Mayor, Council, and town committees, boards, and commissions.
- ❖ Providing creative and forward thinking on current and future issues and preparing the Mayor and Council for discussion and action.
- ❖ Providing research, analysis, and recommendations on special projects.
- ❖ Working effectively with contracted services, businesses, non-profits, and other entities in the Town and with other jurisdictions.
- ❖ Establishing a working relationship with colleagues in Jefferson County and other jurisdictions so that the interests of Shepherdstown are considered in discussions and actions.
- ❖ Attendance of all council meetings.
- ❖ Researching, applying for, and managing grants.
- ❖ Serves as administrator for the town water and sewer boards.
- ❖ Coordinates the daily administrative functions of the Town Hall; serves as liaison between the Mayor, Council, and all town departments.
- ❖ Supports the needs of other boards, commissions, and committees.
- ❖ In coordination with town finance staff, prepares the Town's annual budget for review and

approval by the Mayor and Town Council.

- ❖ Under the direction of Mayor, directs and supervises all appointed personnel.
- ❖ Managing other duties as they emerge and are assigned.

Education and Experience

- ❖ Master's Degree and 7-years' minimum experience as a town or city administrator preferred or equivalent. A person who has served as an administrator in a complex environment may be considered.
- ❖ Extensive professional experience in finance, budgeting, capital and operational planning, expenditure management, labor relations, public facilitation, and staff development.
- ❖ Excellent public and interpersonal communication skills.
- ❖ Demonstrated ability in advancing the vision and goals of an organization through positive leadership.
- ❖ Experience with managing people and relevant policies including all legal requirements relative to personnel and human resources.
- ❖ Experience in sourcing and obtaining grants.
- ❖ Strong understanding of service to small communities and a history of advancing an organization's vision and goals.

Knowledge, Skills, and Abilities

- ❖ Demonstrated political acumen and skill in building and maintaining relationships, including the ability to manage conflict, and find common ground as appropriate.
- ❖ Demonstrated ability to write clear, concise reports, emails, and other documentation.
- ❖ Strong public speaking skills, both formal and informal.
- ❖ Creative and strategic thinking and problem solving.
- ❖ Ability to maintain harmonious and effective working relationships with and among employees.
- ❖ Independent judgment to manage routine matters.
- ❖ Appreciation for the needs and challenges of a small town.
- ❖ Ability to form partnerships to advance projects.
- ❖ Proficiency in computer applications including knowledge of spreadsheets, databases, work processing, internet research, and appropriate software applications.
- ❖ Aptitude for numbers and details and strong analytical skills.
- ❖ Outstanding organizational skills: ability to manage time and personnel effectively.
- ❖ Aptitude to prioritize tasks and assignments for self and others.

How to Apply

Shepherdstown intends to fill this position as soon as possible. The position is open until filled, with the first review of applications no later than 5:00 p.m., September 6, 2024. If interested,

please submit a cover letter, resume and salary history/expectation via email or in paper format to any of the following:

Email: clerk@shepherdstown.us

Postal Service: P.O. Box 248, Shepherdstown, WV, 25443

Hand Delivery: Shepherdstown Town Hall, 104 North King Street, Shepherdstown, WV, 25443

For more information contact the Town Clerk on 304.876.2398

Shepherdstown is an Equal Opportunity Employer the values diversity, equity, and inclusion.

Click [here](#) to view the full job description of the Town Administrator.