



Office of the Town Manager  
114. N Raiford Street  
Selma, North Carolina 27576  
Phone (919) 965-9841  
[www.selma-nc.com](http://www.selma-nc.com)

## Town Manager

### General Statement of Duties

Performs management duties of the Town in outward operations pertaining to economic development, planning, governmental affairs, and public relations.

### Distinguishing Features of the Class

An employee in this class plans, organizes and implements the goals of the Council pertaining to the public government interactions of the Town. The employee will focus on:

- Working with government officials to improve Selma's services.
- Further Selma's legislative goals.
- Strengthen partnerships and collaboration with other sectors of government.
- Strengthen partnerships with private industry.
- Represent Selma to all constituents.
- Prepare, review, and execute contracts, agreements, leases, grants, involving the Town.
- Promote and recruit Economic Development for the Town.

Work is performed in accordance with established municipal finance procedures, local ordinances, modern management principles, and the North Carolina Statutes. Work is performed under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

### Recruitment and Selection Guidelines

#### Knowledges, Skills, and Abilities:

- Thorough knowledge of North Carolina General Statutes and of local ordinances governing the responsibilities of the Town Manager, Town Council, and other public officials.
- Thorough knowledge of methods and techniques for developing local policies and ordinances regarding all governmental operations.
- Thorough knowledge of the principles and practices of public budgeting finance administration, including principles and practices of municipal accounting.
- Thorough knowledge of the modern principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.
- Considerable knowledge of laws, regulations, policies, and current practices in a variety of phases of municipal administration including budget, personnel, purchasing, public works, utilities, planning and other functional areas.
- Considerable knowledge of the application of information technology to improving the efficiency, effectiveness, and customer service functions of municipal services.
- Skill in collaborative conflict resolution, meeting facilitation and customer contact.
- Ability to conceive and articulate a vision of organizational excellence that inspires staff and

community to high levels of achievement.

- Ability to help build consensus among staff and elected officials and make decisions consistent with organizational goals and values.
- Ability to plan, project, and determine priorities for service delivery to citizens.
- Ability to exercise sound judgment in making decisions in conformance with laws, regulations, and policies.
- Ability to coordinate and direct a wide variety and array of Town services through department heads and other staff support positions.
- Ability to develop and maintain effective working relationships with the other governmental jurisdictions, the Town Council, elected and appointed officials, community groups, employees, and the general public.
- Ability to lead in establishing a climate of performance excellence and productive and supportive work climate within the organization.
- Ability to communicate effectively in oral and written forms.

#### Physical Requirements:

- Must be able to physically perform the basic life operational functions of standing, walking, fingering, feeling, talking, seeing, and hearing.
- Must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects.
- Must possess the visual acuity to prepare and analyze data and figures, operate a computer, do extensive reading, and perform visual inspections.

#### Desirable Education and Experience:

Graduation from a four-year college or university with a major in public administration, business management, civil engineering or related field and considerable management experience with a public sector organization, preferably in a municipal environment; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience.

#### Special Requirements:

- Possession of a valid North Carolina Driver's license.

The Town of Selma's Application for Employment may be downloaded from the link <https://selma-nc.com/wp-content/uploads/2020/06/employment-application-3-13-2019.pdf>. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and a drug-screening test. Applicants may submit a resume; however, resumes are not accepted in lieu of a completed employment application. It is preferred that all completed and signed Employment Applications be submitted via email to [lblanton@selma-nc.com](mailto:lblanton@selma-nc.com). Other acceptable methods of receipt are via hand delivery or U.S. Mail to the attention of Leigh Ann Blanton, HR Director, Town of Selma, 114 N. Raiford St., Selma, NC, 27576. Should you have any questions, please contact Leigh Ann Blanton either by email or phone (919) 965-9841, Ext 1005. The Town of Selma is an EEO/M-F/AA/ADA/Drug-Free Employer.

As required by law, the Town of Selma participates with E-Verify to determine legal employment eligibility status.