



## *Innovative community in Wake County seeks Assistant Town Manager*



The **Town of Wake Forest, NC** is seeking an Assistant Town Manager to join our team. We are looking for someone who will be a collaborative problem solver with a servant leadership approach. The successful candidate will be a goal oriented, critical thinker who excels in a team approach to achieving community goals. The ideal candidate embraces the Town's values of caring, commitment, integrity and innovation.

### **The Community**

Located in northern Wake County, Wake Forest is part of the Triangle metropolitan area which includes Raleigh, Durham and Chapel Hill. This area is regularly cited as one of the best places to raise a family, get an education, do business and retire. While it's in a growing region, Wake Forest has carefully maintained its small town charm and unique identity. Residents and visitors alike find much to enjoy in the town's outstanding restaurants, specialty shops, parks and historic areas.

Anchored by a picturesque downtown and the Southeastern Baptist Theological Seminary campus in its historic core, Wake Forest is a progressive town that attracts visitors and new residents.

### **The Organization**

Wake Forest is governed by a six-member Town Board utilizing the Council/Manager form of government. Town Council sets the policy and direction; the Town Manager oversees the day-to-day operations of the organization which consists of a team of 387 employees, not including part-time and seasonal staff, across 12 departments. The FY 2021 budget is \$86.6.9M. The property tax rate is \$0.495 per \$100 of assessed valuation. The Town is currently managing a number of projects related to roads, greenways and stormwater. The strategic focus of the Town is guided by the strategic goals defined in our strategic plan. Those goals for Wake Forest are: Economic Development; Safe & Connected Community; Values-Based Organizational Culture; and Fiscal Strength.



## TOWN of WAKE FOREST

### The Position

Reporting to the Town Manager, this position is one of two Assistant Town Managers. The responsibilities for this Assistant Town Manager position may vary depending on skill sets but ideally includes experience with CIP management, transportation initiatives, and development related departments. The Assistant Town Manager must be able to lead multiple complex and time critical projects and initiatives through creative problem-solving and solutions-based outcomes. Responsibilities will include involvement in policy development and implementation in the resolution of controversial, sensitive and/or complex issues. The Assistant Town Manager will ensure that assigned departments are meeting the goals of the strategic plan and being sensitive to the needs of all stakeholders.

### The Successful Candidate

The successful candidate will be a collaborator and coordinator of people and tasks with excellent interpersonal, project management and operational skills. Successful candidates will have a proven track record of working effectively within the Council-Manager form of government, leading talented and committed staff, working with leadership and the community to manage the challenges of rapid growth effectively and consistently with Town values. Success working with a diverse and participatory community, regional partners, and the Board of Commissioners to carry out strategic priorities is essential. The candidate will adhere to the Town's core values of caring, commitment, integrity and innovation.

The successful candidate:

- » is a leader with a proven track record in municipal management;
- » is collaborative, proactive and team oriented;
- » is knowledgeable of principles and practices of all operations of a municipal government;
- » has an excellent track record in establishing working relationships with internal and external stakeholders through demonstrated public engagement;
- » is decisive and willing to make decisions while keeping stakeholders informed;
- » is analytical and a critical thinker;
- » is committed to customer service and collaboration to effectively achieve Town goals;
- » possesses executive level abilities in interpersonal communications, budget development, critical thinking, administration, and intergovernmental relations;
- » facilitates an outstanding team through leadership and management;
- » thrives in a high accountability culture to ensure continued success of citizens and employees; and,
- » proactively monitors and evaluates the efficiency and effectiveness of service delivery against performance metrics.



# TOWN of WAKE FOREST

## Qualifications

The successful candidate will have a minimum of a master’s degree and progressive experience in local government management. Experience working in and supervising across a variety of departments is strongly preferred along with five or more years of management experience. Ability to obtain ICMA-CM designation within a reasonable timeframe.

The salary range for the position is \$129,429–\$210,970 with an expected hiring range of \$129,500–\$140,000 depending on qualifications. For an explanation of benefits, please visit [wakeforestnc.gov/human-resources/benefits](http://wakeforestnc.gov/human-resources/benefits).

## To Apply

All applications for the Assistant Town Manager position must be submitted online via the Town of Wake Forest’s website. Visit [wakeforestnc.gov](http://wakeforestnc.gov) and search “employment opportunities.” Find the listing for Assistant Town Manager and apply directly through the website.

Application review begins Aug. 21, 2020. Finalists will participate in electronic assessments the week of Aug. 31–Sept. 4 with virtual scenario assessments planned for the week of Sept. 21–25, followed by leadership team interviews shortly afterwards. Applicants are encouraged to hold these dates should they be invited to participate.

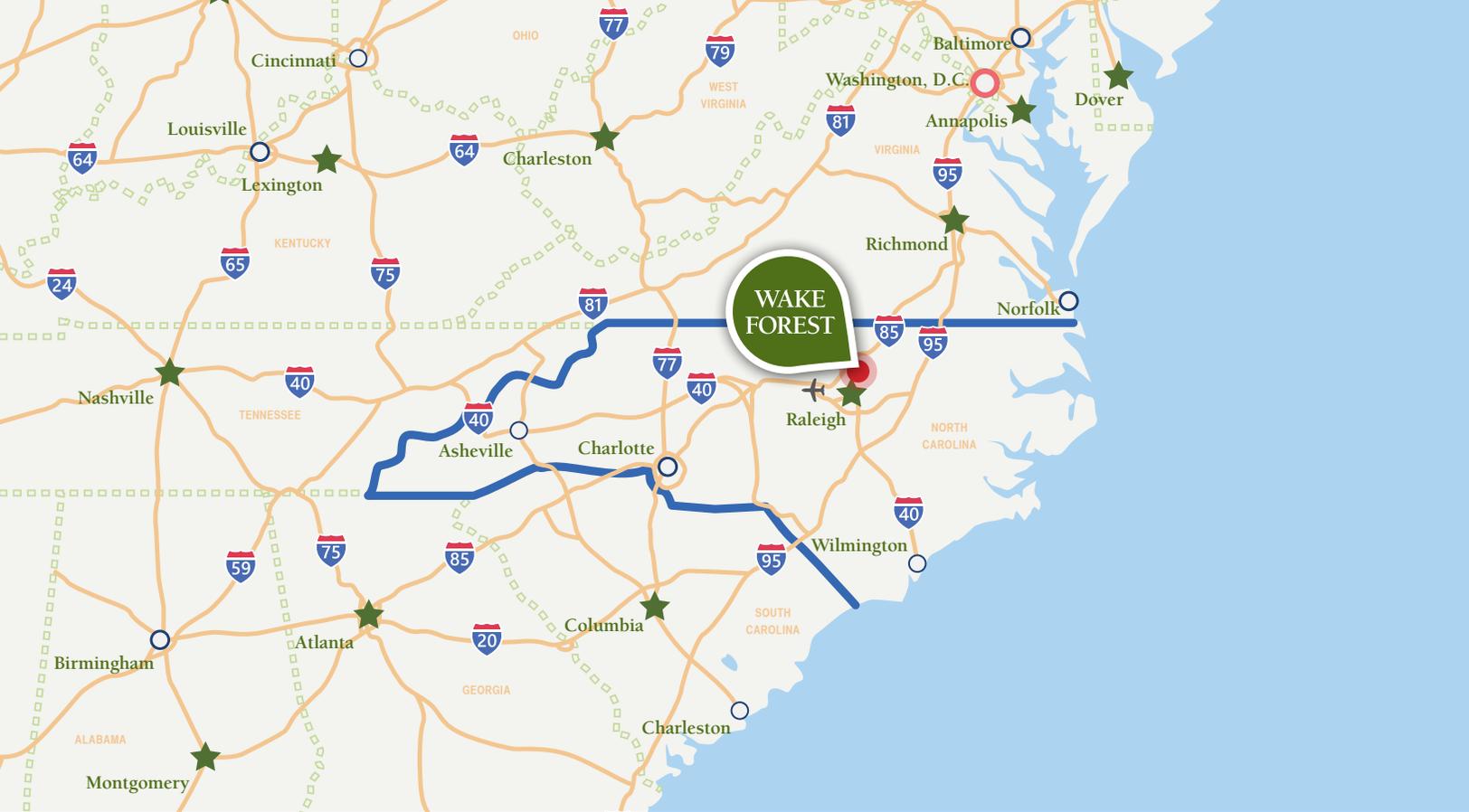
**Equal Employment Opportunity / Affirmative Action.** The Town of Wake Forest is dedicated to equality of opportunity. Accordingly, we do not practice or condone discrimination, in any form, against employees or applicants on the grounds of race, creed, color, national origin, religion, sex, age, pregnancy, political affiliation or mental or physical abilities except where physical or mental abilities, sex, or age are legitimate occupational qualifications. We are subject to, and comply with, the Americans with Disabilities Act.



**MISSION STATEMENT** *The Town of Wake Forest is committed to improving the quality of life in our community by preserving our character, fostering economic opportunities, strengthening our neighborhoods, delivering superior services and embracing the diversity of our citizens.*

**VISION** *A vibrant and diverse community that provides superior public services and an exceptional quality of life.*





TOWN of  
WAKE FOREST

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