

## **TOWN MANAGER POSITION TOWN OF GREENSBORO**

The Mayor and Council of Greensboro are seeking a dynamic and proven municipal leader to serve as the Town Manager of the Town of Greensboro. The Greensboro Town Manager is responsible for the efficient management and operation of the affairs of the Town including but not limited to, grant administration, budget preparation, administration of Town policies and procedures, and maintaining the efficiency of departments.

The Town Manager is an executive position performing professional, administrative, technical, and supervisory duties while working in coordination with the Mayor and Council, and controls the day-to-day operations of the Town.

The Town is looking for someone who has a working knowledge of municipal finance, budget management, personnel management, collective bargaining, and inter-governmental relations, and is results oriented, has a great attitude, a passion for public service, and wants to work in a team environment. The successful candidate should have a high level of both professional and personal integrity; have vision and an ability to think outside the box; possess an open and positive approach to communication; have a strong commitment to public service and demonstrate previous government experience.

Minimum qualifications: A Bachelor's Degree in public or business administration or related field is preferred. A Master's Degree in related field highly desirable. Two years of progressively responsible experience as a Town Administrator or Town Manager.

The Town offers a generous benefit package. Salary range is \$85,000 - \$100,000. A copy of the job description is available by request to [agordon@bbcmlaw.com](mailto:agordon@bbcmlaw.com). Please send a cover letter and resume by email to [agordon@bbcmlaw.com](mailto:agordon@bbcmlaw.com).

Resumes must be submitted by: 4 P.M. on April 23, 2025.