

Town Manager

Town of Christiansburg,
Virginia



To be considered, please submit your cover letter, résumé with salary history and five (5) professional references online at <https://waters-company.recruitmenthome.com/>.

Application Deadline: March 4, 2016

The Town of Christiansburg



The Town of Christiansburg, a growing community located in the New River Valley of Virginia, was established in 1792 and incorporated in 1833. Christiansburg serves as the county seat of Montgomery County and has grown to 14 square miles while serving as home to nearly 22,000 residents. The Town has experienced considerable development over the past several decades and continues to embody its motto, “*Progressive small town living at its BEST*,” by enhancing the lives of its citizenry and visitors by providing quality services and amenities in a pleasant, welcoming environment.

Education and the Local Economy

Christiansburg is located within Virginia’s ‘Technology Corridor’, which includes prominent universities, the Blacksburg Electronic Village (the Internet’s first community-based computer network), and local businesses that make or use technology-driven products and/or services. The Town is within close proximity to Virginia Polytechnic

Institute and State University (Virginia Tech), Virginia’s largest university and one of the nation’s leading research universities; Radford University, considered one of the nation’s “Top Up-and-Coming Schools” by *U.S. News and World Report*; and New River Community College, with a satellite campus located at the New River Valley Mall.

Montgomery County Public Schools serve more than 3,500 students in six schools within the Town of Christiansburg. The town is home to four elementary schools, one middle school and one high school; all of which are fully accredited by Virginia’s Department of Education. Eligible high school students may elect to take Advanced Placement (AP) courses or attend the Southwest Virginia Governor’s School for Science, Mathematics, and Technology if they wish to deepen their secondary education experience. More information on Montgomery County Public Schools may be found by visiting www.mcps.org.

Christiansburg’s proximity to higher education facilities and the large concentration of retail establishments make the Town a destination for visitors traveling to the New River Valley for business, education, and recreational purposes. Christiansburg prides itself on providing a “business friendly atmosphere” and has been designated a Certified Business Community by the Commonwealth of Virginia.

Recreation and Community Culture

Christiansburg has a strong commitment to recreational activities and has reserved over 120 acres of land for the recreational enjoyment of citizens and area residents. Recreational facilities provided by the Town include a skate park adjacent to the Christiansburg Aquatic Center, the Christiansburg Recreation Center, and the Harkrader Sports Complex. A notable highlight of the 62,000 square foot Recreation Center is its free membership for Town residents. The Christiansburg Aquatic Center boasts a 50-meter competition pool, leisure pool, and warm water therapy pool, as well as cardio fitness equipment, multi-purpose rooms, and a sun deck. Through a cooperative agreement with Virginia Tech, the





Christiansburg Aquatic Center serves as the ‘home’ for swim meets and national competitions for the “H₂Okies,” which bring national swim meets and tourism to the Town. Christiansburg is also proud to be part of the TransAmerica Bike Route (U.S. Bicycle Route 76), and features the Huckleberry Trail, a popular 8.4 mile bike/pedestrian path between Christiansburg and downtown Blacksburg with a planned expansion in the near future. One of the newest planned additions to the Town is the construction of Truman Wilson Park, a 62-acre

parcel which will go forward in various phases of construction and be a focus for the Town until completed. Truman Wilson Park is planned to have a large open park area with walking trails, grills and playground equipment, with the possibility of a gazebo and dog park as well.

Nearby recreational facilities include the 90-acre Montgomery County Park, the Montgomery County Coal Mining Heritage Park and Science Center, and the Meadows Golf and Country Club. Within a short drive of the Town lie the Jefferson National Forest, Appalachian National Scenic Trail and the Blue Ridge Parkway. Other cultural resources in the Town include the Montgomery Museum and Lewis Miller Regional Art Center, which offers historic displays of daily life in the early 19th century, as well as the Christiansburg Institute, which “provided education, inspiration, and community for African Americans working to better themselves in the face of adversity” from 1866 to 1966.



Community Services

The Town of Christiansburg is also well served by rail, air, and highway systems for commercial shipping and commuting purposes. Christiansburg is conveniently located at the crossroads of three major highways: Interstate 81, U.S. Route 11, and U.S. Route 460. Although there is no airport within town limits air service is available at the Roanoke Blacksburg Regional Airport, Virginia Tech–Montgomery Executive Airport and the New River Valley Airport, all of which are within a 30 minute drive. The Roanoke Blacksburg Regional Airport is the largest of the three and is served by a number of commercial airlines with connections to major hubs.

Christiansburg residents enjoy the security of an accredited police force and a committed paid and volunteer fire department and rescue squad. The Christiansburg Rescue Squad is a member of the Virginia Association of Volunteer Rescue Squads and is regulated by the Virginia Office of Emergency Medical Services. In 2010, Christiansburg earned designation by the Department of Criminal Justice Services as a Certified Crime Prevention Community. The Town is also served by two major hospital systems, Carilion Clinic and HCA/LewisGale Regional Health System, both of which offer specialized physicians and a full range of in and outpatient services. A wide range of quality medical and dental offices are also located within Christiansburg and the greater New River Valley, often working in coordination with one or both hospital systems.

The Town of Christiansburg is part of the ‘Blacksburg Urbanized Area’ as defined by the U.S. Census Bureau and is classified as a compact area (as opposed to suburban or rural) by the Virginia Department of Transportation.



Major employers within Montgomery County include Virginia Tech, Carilion New River Valley Medical Center, LewisGale Hospital at Montgomery, EchoStar Communications (television products and satellite services), Moog Components Group (fiber optics and security components), Corning, Inc. (ceramic fibers), Alliant Techsystems, Inc. (explosives), and Rowe Industries, Inc. (furniture). Working with the Town the Montgomery

County Department of Economic Development supports existing businesses and continues to aggressively recruit national companies to the area as part of its overall mission to ensure the continued success and growth of the local economy.

Town Government and Services

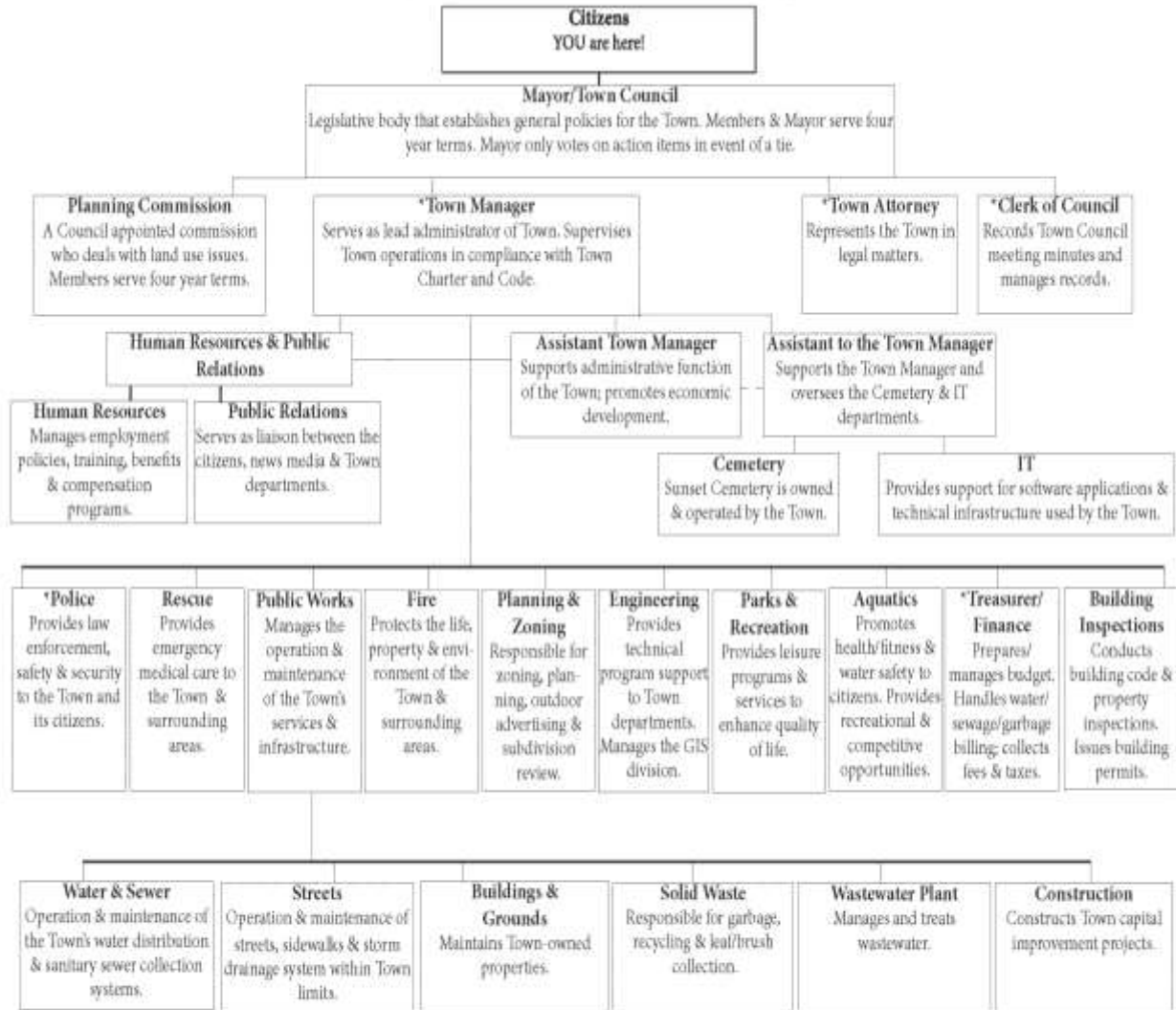
Christiansburg operates under a Council-Manager form of government. The Christiansburg Town Council is comprised of six members and a Mayor. Council members are elected to four-year terms, with three seats being open for election every two years. The Mayor's seat is filled every four years by general election and all members of council serve at-large. Christiansburg Town Council, in its legislative role, adopts resolutions and all ordinances and establishes the general policies for the Town. The Council also establishes the real estate tax rate, approves and adopts the annual operating budget, and is responsible for the appointment of Planning Commission members as well as various other boards, commissions, and committees. The Town operates with a FY15-16 general fund budget of \$25.3 million which supports 526 employees, including full-time, part-time and volunteers.

The Council appoints a Town Manager to act as administrative head of the Town. The Manager carries out policies established by Council, directs business procedures, and has hiring and termination authority over all Town employees with the exception of the Chief of Police, Town Clerk, Treasurer, and Town Attorney, who are also appointed by the Council. The Town Manager is responsible for preparing, submitting, and administering the Town's annual operating budget, advising Council on Town affairs, enforcing provisions of the Town Code, and directing and supervising all Town departments which include: Administration, Information Technology, Aquatics, Office of Building Inspections, Engineering, Fire, Human Resources, Parks and Recreation, Police, Planning and Zoning, Public Relations, Public Works, Rescue, and Treasury. More information on town departments may be found by visiting www.christiansburg.org.

Issues Facing the New Town Manager

- Developing a balanced budget which meets the Council's goals for provision of services and maintaining the Town's infrastructure with limited or stagnant revenues.
- Continuing a more 'transparent' and efficient approach to governing through an ongoing commitment to increased use of technology and free flow of information between the Town and its citizens.
- Developing a program which assists the Town Council in continually identifying objectives for assignment to various Town departments and entities as the Town works to fulfill the goals identified in Vision 2020.
- Building a stronger 'team and service oriented' culture among Town staff which continues to be mission driven.

Town of Christiansburg, Virginia Organizational Chart



* Position appointed by Council

For more information on these departments & the functions they oversee, please visit www.christiansburg.org

*To learn more about the Town and its services, please visit their website at
<http://www.christiansburg.org/>.*

Town of Christiansburg, Virginia

Town Manager's Position

Education and Experience

A bachelor's degree in public or business administration, civil engineering, planning and zoning and/or equivalent experience, a master's degree in public or business administration is desirable. A substantial amount of public or private sector management experience as a manager, deputy or assistant in a comparably sized or larger city, county or comparable organization is also required, with more experience preferred. Past experience must include a high level of interest and demonstrated achievement in a broad range of areas that includes being visible and working effectively with a Town Council or governing body and the community, economic and community development, working with and understanding the needs of existing businesses, building Council and community consensus, developing transparent processes for all functions of the local government and development and administration of realistic budgets in a challenging economic environment. ICMA Credentialed Managers, or those eligible to become Credentialed, who display a commitment to lifelong learning and professional growth are encouraged to apply.

Skills and Past Performance

Administrative Ability

The Town Manager must be willing to devote whatever time is necessary to achieve the goals and directives established by the Town Council, tracking staff progress and managing projects and programs to ensure completion in a timely fashion. Must have demonstrated a high level of performance in working with a diverse group of elected officials and staff to build consensus on administrative issues. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important. Must demonstrate an understanding of the growing nature of transparency in all public processes and show a willingness to delegate responsibility to department heads.

Town Manager/Council/Interdepartmental Relations

Ability to take time and interest in working with Council members to keep them informed and explain technical processes in understandable terms. Should be able to adequately inform the Council on a regular basis so there are no surprises. The Manager must be able to accept constructive criticism and to implement needed changes while incorporating new ideas. Candidate must be open and honest with the Council, providing an unbiased assessment of the practicality of new proposals, and must be able to present well thought-out recommendations for issues and problems which the Town may be facing. The successful candidate must be able to interpret and carry out Council's vision and the intentions and direction of the Council enthusiastically.

Budget and Finance

Should have demonstrated prior experience in successfully managing a Town or County budget with emphasis on efficient utilization of available resources. Must be able to develop a budget, that is delivered in a timely fashion that is "transparent" and understandable to elected officials, citizens and staff and targets the use of scarce resources in a well thought - out and prioritized manner. Must have knowledge of the value of performance measurement tools and their applicability to improving public sector operations.

Human Resource Management

Must be able to communicate the Town Council's goals and the Town's needs to department heads and employees. Must be prepared to motivate employees and demonstrate fairness in dealing with staff while demonstrating the ability to hold staff accountable for their performance. Should have demonstrated a commitment to teambuilding, equal employment opportunity and upward mobility of staff with the desire to ensure staff is customer service oriented. Must have demonstrated an ability to select well-qualified and motivated department heads.

Economic Development

Must have demonstrated skills in successfully initiating and completing a wide range of economic development projects in a small town urban setting. Must have thorough knowledge of redevelopment issues and demonstrated success with downtown revitalization working within a strong regional center.

Community Relations

Must have a desire to work with and be visible in a growing community, demonstrating success in incorporating a wide range of opinions into recommended solutions. Excellent listening and communication skills with all segments of the community are a must. Must be able to present a confident image of Christiansburg's town government to the community at large and demonstrate a positive, productive attitude to citizens and businesses of the community.

Intergovernmental Relations

Must be able to develop and maintain a good working relationship with local governments within the area/region, community organizations and state and federal agencies.

Professional Skills and Management Style

- Ability to craft a position of “what is possible”, serving as a visionary for the Town Council and staff with the ability to take reasoned risks, while employing creative and innovative thinking to forge solutions to problems
- Strong analytical skills, an “idea” person who is able to think and act strategically while looking at issues from all aspects before making a recommendation
- Service oriented in approach to working with the public and Town Council
- Clearly understands the role of the Town Council while standing up for the role of the Town Manager
- Organized, with a keen attention for detail, while timely and open in his or her response to requests for information from all sources
- Ability to manage with confidence and the courage to “present the good news with the bad” and do what's right, even in the face of adversity
- Collaborative in dealing with others and comfortable in developing shared solutions
- Strong and enthusiastic in presenting ideas, while being respectful of others opinions
- Self-starter, hardworking, producer; leads by setting an example for others
- Team builder, who mentors and believes in building staff capabilities
- People person who understands and enjoys working with a variety of different personalities

- Fair in approach to decision making, yet firm in application of policies, rules and laws when needed
- Flexible, can adjust to changing leadership and conditions within the Town when warranted
- Recognizes the importance of others ideas and viewpoints and maintains good public relations with citizens, community groups, Town staff, the Town Council and regional leaders.
- Willing to be the visible leader of staff, setting a positive tone even during difficult periods
- Ability to communicate with various constituencies without intimidation or condescension

Personal Traits

- Ethical with high moral standards, honest, trustworthy, open and candid
- Energetic and enthusiastic
- Accessible and approachable, comfortable as to who they are and with a wide range of different types of personalities
- Proactive in dealing with issues; decisive in actions
- Good listener, responsive to the concerns of citizens and Town Council members
- Compassionate in dealing with problems while caring about outcomes
- Strong, self- confident, tactful, discreet, diplomatic
- Personable with a sense of humor
- Consensus builder

Compensation and Benefits

The salary for the position is negotiable dependent upon the candidate's qualifications and experience. The Town offers an excellent benefits package which includes participation in the Virginia Retirement System, vacation and sick leave, medical, dental and vision insurance, tuition reimbursement, professional dues and conference expenses. Relocation expenses may be negotiated with the Town. Residency within the Town is required within a defined period of time.

Application and Selection Process

The application deadline for the position is **March 4, 2016**. To be considered, please submit your cover letter, résumé with salary history, and five professional references online by visiting our website <https://waters-company.recruitmenthome.com/>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by the Town of Christiansburg. The Town will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Christiansburg in late March to early April 2016. For more information, please contact **John Anzivino** at richmond@waters-company.com.

The Town of Christiansburg is an Equal Opportunity Employer