



# The Town of Warsaw, Virginia

is seeking a dynamic,  
experienced leader to serve as its  
next

## Town Manager

### Community Profile

Located on Virginia's historic Northern Neck, a peninsula bounded by the Potomac River to the north and the Rappahannock River to the south the Town of Warsaw is located in Richmond County approximately five miles north of the Rappahannock River. Warsaw is a participant in the national 'Main Street' program and is actively engaged in improving the downtown area through streetscape and façade improvements, as well as a wide variety of programs aimed at encouraging visitors to the downtown area.



Serving as the county seat of Richmond County since 1748, the Town of Warsaw has always been an important crossroads for the Northern Neck region. Historically, the Town has played an important role as a regional center of commerce, education and government as well as serving as the center of a region known for its historic landmarks. The Town of Warsaw consists of approximately 1,895 acres or 2.96 square miles and is home to a population of 1,498 (2013 U.S. Census estimate), and has seen modest growth since 2000. The population of the Town is projected to steadily increase over the next decade due to the area's transition from a rural economy to a more diversified service and industrial-based economy. Richmond County has also seen a steady and progressive growth.

Children living in the Town attend Richmond County schools which include one elementary, one middle and one high school. Students may also attend the Chesapeake Bay Governor's School for Marine and Environmental Sciences. Also located in the Town is the Warsaw Campus of Rappahannock Community College and within close proximity is the Richmond County campus of Stratford University.



Medical care is provided to Town residents through two area medical centers, Riverside Tappahannock Hospital, just nine miles from Warsaw, and Rappahannock General Hospital. Each hospital offers 24-hour emergency care, surgery and diagnostic services among other specialties. In addition, Warsaw Health Care nursing home provides long-term care for 180 patients seven private physicians have offices in Richmond County and serve the Town's and County's residents.

The Town of Warsaw serves as the commercial hub for the Northern Neck, with its busy downtown area offering over 100 businesses and a broad retail mix of grocery, specialty and department stores and has numerous new business expansions ongoing in the community. Warsaw is also located within an hour's drive of the city of Richmond, Virginia's state capital. Major travel routes through the Town of Warsaw are State Highway 3 and US Route 360, each of which bisects through the Town. The nearest airport is Richmond International Airport, located just one hour away.



### Warsaw's Government and Structure

The Town of Warsaw is governed under the Council-Manager structure, consisting of a seven member council and an independently elected mayor, all of whom are elected by the citizens of Warsaw on a staggered term basis. The Town Council possesses all lawmaking powers, with the Mayor presiding over the Council. Under the Town Charter and the laws of the Commonwealth, the Council is charged with adopting ordinances, policies, and the Town's annual budget. Additionally, the Town Council is responsible for appointing a Town Manager and Town Attorney. The Town Manager is the Chief Administrative Officer for the Town and serves at the pleasure of the Council. The Town Manager has the responsibility for overseeing the Town's major department areas of police, planning and zoning, utilities and public works. The Town is operating with a Fiscal Year 2016 budget of \$2,623,925 for all operations.

### The Town Manager's Position

Warsaw's Town Manager is charged with maintaining a smoothly functioning governmental system on a daily basis. The Manager's position is a charter-appointed position which is directly accountable to the Council and the Manager serves as an 'at will' employee. The Manager is responsible for ensuring a high level of quality services are provided to the Town's citizens in an efficient manner. Additionally, the Town Manager serves as the legislative liaison for the Council, develops the Town's annual budget for Council review and approval, prepares monthly Council agendas, develops options for Council consideration in regard to pending or future issues and resolves problems in regard to service related issues. The Manager also provides for effective communication with other agencies of government at the local, state and federal level to ensure that the Town Council is well-informed and the Town is in conformance with appropriate federal and state laws and regulatory requirements.



# The Town of Warsaw, Virginia Town Manager Profile

## Position Requirements

### **Education and Experience**

The successful candidate will possess a bachelor's degree in business or public administration, planning or a related field with a graduate degree preferred. A minimum of five (5) years of senior management experience in a comparable local government or related organization is required. Candidates with private sector experience must demonstrate an understanding of municipal government and its challenges and may be considered on a case-by-case basis. Past local government experience of the candidate must show a high level of interest and successful achievement in areas that include economic and community development, redevelopment, working with and understanding the needs of existing businesses, understanding the needs and challenges of working in a small town setting, building Council and community consensus and dealing with human resources and budget issues.

## 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 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 governing board to build consensus on 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.

### **Town Manager-Council Relations**

Ability to take time and interest in working with Council members to keep them informed and explain technical processes in understandable terms. Must be able to adequately inform the Council concerning issues and projects on a regular basis so there are no surprises. The Manager must be able to accept constructive criticism and to implement needed changes incorporating new ideas, when needed. Candidate must be open and honest with the Council, providing a balanced assessment of the practicality of new proposals, and must be able to present well thought out recommendations for issues and problems which affect the Town. The individual should be able to interpret and carry out Council's priorities and the intentions and direction of the Council enthusiastically.

### **Budget and Finance**

Should have demonstrated prior experience in successfully managing a budget with emphasis on efficient utilization of available resources in a challenging fiscal environment. Must be able to develop a budget, delivered in a timely fashion that is "transparent" and understandable to elected officials and citizens and targets the use of scarce resources in a well thought - out and prioritized manner.

### **Human Resource Management**

Must demonstrate a personality that can communicate the Council's goals and the Town's needs to employees in a concise and open fashion. Must be able to motivate employees and demonstrate fairness in dealing with staff while holding all staff accountable for their performance. Should have demonstrated a commitment to teambuilding, equal employment opportunity and mentoring of staff with the desire to ensure staff is service oriented. Must have demonstrated an ability to select well-qualified and motivated staff.

### **Economic Development**

Must have skills in successfully initiating and completing a wide range of redevelopment projects in a small town setting and should have sensitivity to and experience in implementing a ‘downtown’ improvement program.

### **Community Relations**

Must have a desire to work with a diverse community demonstrating success in incorporating a wide range of opinions into potential solutions to problems. Excellent listening and communication skills with all segments of the community are a must. Must be able to present a confident image of Warsaw’s town government to the community and demonstrate a positive, productive attitude to all citizens and businesses of the community.

### **Intergovernmental Relations**

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

### **Professional Skills and Management Style**

- Strong professional in all aspects of local government management who is able to ‘roll up their sleeves’
- Service oriented leader in approach to working with the public and the Mayor and Council
- Ability to craft a position of ”what is possible”, serving as a partner with the 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 and globally while looking at issues from all aspects before making a recommendation
- Collaborative in dealing with others and comfortable in developing shared solutions
- Strong and enthusiastic in presenting ideas, while being respectful of others opinions
- 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
- Team builder, who mentors staff 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
- 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
- Recognizes the importance of others ideas and viewpoints and maintains good public relations with citizens, community groups, the Council, staff, 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
- Creative, flexible, energetic and enthusiastic
- Self-starter, hardworking; leads by setting an example for others
- Accessible and approachable, comfortable as ‘to who they are’ in working with a wide range of different types of personalities

- Proactive in dealing with issues; decisive in actions
- Compassionate in dealing with problems while caring about outcomes
- Strong, self-confident, tactful, discreet, diplomatic
- Personable with a sense of humor

### **Compensation and Benefits**

The salary for the position is negotiable, based on qualifications and experience. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses.

### **Application & Selection Process**

The application deadline is June 5, 2016. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references online by visiting Waters & Company Executive Recruitment (WCER) website at <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 Warsaw. The Town will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Warsaw during the month of May 2016. For more information, please contact **John Anzivino** at [richmond@springsted.com](mailto:richmond@springsted.com).

*The Town of Warsaw is an Equal Opportunity Employer.*