



THE TOWN OF BUTNER

Invites Your Interest in the Position of

TOWN MANAGER



The Town of Butner, a small community just east of Durham and the Research Triangle Park (RTP) in NC, seeks a passionate, visionary, and experienced executive to serve as its next **Town Manager**. This position is for the professional who is eager to embrace and immerse him/herself in the community and culture of the Town of Butner, demonstrating commitment to supporting the needs of its community members. A dependable, well-respected leader, the **Town Manager** will carefully create and ensure a cohesive, accountable working environment rooted in the values, mission, and vision of the Town.

The Town of Butner is primed for significant growth and the Council seeks a patient listener who will engage the opinions of staff and stakeholders, create unity in opposition and advocate for Butner's needs and strategic vision while preserving its culture. The ideal candidate has experience leading small communities like Butner through significant growth, development, and redevelopment while valuing and upholding the quality of the Town's service delivery. The Town desires a manager with impeccable communication skills — one who understands and demonstrates the importance of processes and procedures in improving communication internally and externally — while enjoying engaging frequently with staff, the community, and stakeholders.

About the Community:

Located in southern Granville County and fifteen minutes from Durham, the Town of Butner, with a population just under 8,500, offers its residents a high quality of life, attributed to the ease and ideals of small town living and the benefits of its proximity to the Triangle. When the United States entered World War II, approximately 40,300 acres of agricultural land within southern Granville County were purchased by the Federal Government. "[Camp Butner Reservation](#)" was established on August 4, 1942 and named in honor of the late Major General Henry Wolfe Butner. Camp Butner operated until 1947 when the State of North Carolina obtained 13,000 acres from the former Camp Butner. The State continued to govern the area until the mid-2000s, with the assistance of the Butner Advisory Council. On November 1, 2007, Butner separated from the State and officially incorporated as the Town of Butner. The Butner Advisory Council became the first Town Council.



Researchtriangle.org



BUTNER, NORTH CAROLINA

Small Town Living with Big City Benefits

While offering the ideals of small-town living, the Town of Butner also has the benefit of being so close to the Triangle, which is home to: Research Triangle Park (top left), the largest research park in the United States with more than 300 companies and 65,000 workers on its campus; Raleigh-Durham Airport (bottom left), an international airport with nearly 400 average daily departures; and, Durham (below), a thriving, innovative, and inclusive community that is consistently ranked among the top places to live, work and play.



Granville County, with a population just over 62,000, is a growing family centric rural community with a relaxed, traditional lifestyle and thriving innovative businesses and industries. Its rich history, combined with an eye towards the future, offer the amenities of urban living without long lines and heavy traffic. This vibrant blend of industry, agriculture, retail, and recreation makes Granville County an ideal location, offering accessibility to major cities with the friendly atmosphere of small towns. Its five municipalities — Oxford, Butner, Creedmoor, Stem, and Stovall — are rich in history and resources.

Demographically, the community members of Butner are 47% white, 37% African American, 15% Hispanic, 4% two or more races and 1% Native Hawaiian, Native American, Asian, or other races. As of 2020, the median household income in Butner was \$60,448.

Within the Butner community, families can choose from several local schools for K-12 education: Butner-Stem Elementary School, PreK through 5th grade; Butner Stem Middle School, grades 6 through 8; Granville Early College High School and Granville Central High School are all part of the Granville County Public School system. The Early College High School provides a unique opportunity for high school students to commit to five years of study in order to receive both a high school diploma and an associate's degree from Vance-Granville Community College — of which its south campus is adjacent to the high school. Falls Lake Academy, a public Charter School serves students in Kindergarten — 12th grade. South Granville High School, located in the neighboring community of Creedmoor, offers 9th — 12th grade public school education through the Granville County Public School system.

From parks to multipurpose facilities and outdoor recreation, community members of all ages enjoy Butner's offerings. Butner Athletic Park — a multi-use park features four athletic fields, two play areas for children, and a walking trail. Soldiers Memorial Sports Arena, a multipurpose facility with three basketball/volleyball courts, also houses the Camp Butner Society Museum. Community members love the short commute and accessibility of several nearby lakes. Lake Holt, a 385-acre Town water supply source, provides a variety of recreational water options, including a fishing pier, boat launch, canoe launch, picnic shelter, playground and concession stand. The Falls Lake Recreational Area provides 12,410 acres for fishing, boating and water sports, as well as many hiking and mountain bike trails. Lake Rogers Park in nearby Creedmoor also offers boating, fishing, and hiking opportunities and the Tar River Land conservancy has 3 preserves with hiking trails within a 10-minute drive.

Butner is known as a safe, welcoming community that people are proud to call home. Butner has a close-knit atmosphere where it is common to see your neighbors, coworkers and friends at the grocery store or a favorite eatery — all within a day's time. Community members are actively involved in maintaining the charm of Butner through their volunteer efforts, support for local businesses and facilitation of community gatherings.



The Town of Butner offers a wide array of outdoor activities, as well as athletic programs for the entire family to enjoy. A few of the Town's amenities include:

Butner Athletic Park



Falls Lake



Lake Holt



About the Organization:

Operating under the Council/Manager form of government, the Butner Town Council is non-partisan and consists of a Mayor and six members, all at large. The Town of Butner's FY 22 – 23 general fund budget of \$10.9M, which is a 50% increase over the FY 21-22 budget, primarily due to ARPA Funds, supports approximately 60 employees (58 FTE) across 7 departments: Administration, Butner Public Safety, Finance, Parks and Recreation, Planning and Zoning, Public Works and Stormwater. The Town's American Rescue Plan funds of \$2.5M for the FY 22-23 budget were used to reimburse the general fund for the cost of providing government services. The Town's property tax rate is \$0.425 per \$100.00 valuation.

The Council is responsible for appointing the Town Manager, Town Attorney, Town Clerk, and members of various boards and commissions; enacting ordinances and resolutions; adopting the annual budget; and authorizing contracts on the Town's behalf.

Through delivery of effective municipal services provided to community members, businesses, and visitors, Butner is dedicated to enhancing the quality of life within the community while upholding the Town's values: *Ethical, Integrity, Inclusive, Fiscally Responsible, Teamwork, Respect, Transparency and Accountable.*

The Town of Butner is a place where people can gather and afford to live, work, and grow. Butner's commitment to providing attractive residential homes, thriving economic development, a vibrant Town Center, and active amenities for all ages demonstrates their strategic focus on the growth and sustainability of the community while preserving the small-town culture. The Town's [2040 Goals and Objectives](#) addresses a plan for future growth with a commitment to ensure that growth makes "the most efficient use of the

Town's land resources by utilizing design techniques which produce compact, interconnected, and complementary residential neighborhoods, commercial areas, employment centers and civic facilities."

2040 OBJECTIVES

- Maximize existing public investments and resources
- Build a place for people of all ages
- Build places where people can get out of their cars and walk or bike
- Make sure that undisturbed open spaces stay connected
- Give people places to play, walk, exercise, meet each other
- Ensure a diversity of housing and services to serve residents
- Ensure there are places to work and that these places can change and grow
- Build a town that has good "bones" and can grow and evolve over generations


About the Position:

Reporting to the Town Council, the **Town Manager** is responsible for the daily operations of the Town of Butner including the development and management of a balanced budget. With support from the Town Clerk and Deputy Town Clerk, the **Town Manager** works closely with department heads in providing quality services to the community and executing the vision of the Town.

Demand for additional infrastructure (roads, transportation, utilities, etc.) and residential units in Butner will continue to increase as major employers like Google and Apple join the RTP area. With limited geographic potential for expansion, the next **Town Manager** must be creative in improving Butner's resources and capacity to support the expectant growth while also navigating the desires of community members including protecting the Town's low property tax rate.

Key Position Priorities:

- In collaboration with the Town Council, develop the Town's Strategic Plan and execute it along with the Comprehensive Plans to support the present and future needs and desires of the community while ensuring that the upcoming growth of the community is implemented in a sustainable, balanced, and attractive manner.
- Thoroughly evaluate the Town's service delivery, capacity, resources, and organizational structure to ensure that it can meet the needs of employees and demands of the community.
- Maintain and enhance the quality of life desired by residents while driving growth, economic diversity, and recreational and leisure opportunities.
- Continue to build the technological capacity of the Town by implementing best practices to improve efficiency, productivity, and service delivery.

A photograph of a man and a woman riding bicycles on a paved path through a forest. The man is in the foreground, wearing a grey t-shirt and a red helmet. The woman is behind him, wearing a green long-sleeved shirt and a black helmet. They are both smiling and looking towards the camera. The path is surrounded by tall trees with green and yellowing leaves, suggesting an autumn setting. The lighting is bright and natural, with sunlight filtering through the trees.

One Key Position Priority for the new **Town Manager** will be to enhance the quality of life desired by residents by increasing the Town's recreational and leisure opportunities.

Qualifications:

A bachelor's degree in Public or Business Administration or closely related field is required; a master's degree in Public or Business Administration and/or ICMA credentialed manager certification is preferred. Candidates must have five or more years of successful and progressive levels of supervisory and management experience; experience in North Carolina local government preferred.

The Successful Candidate:

- is strategic and innovative regarding areas for growth, new development, and redevelopment;
- enjoys proactively engaging with the community, telling its story, advocating for opportunities, and marketing community strengths;
- effectively leads a diverse group of employees with varying backgrounds, tenures, and skillsets;
- models, communicates expectations, and holds employees accountable for delivery of excellent customer service to both internal and external customers;
- constructively advocates for and provides guidance to the Town Council in helping them achieve their vision and priorities;
- has a proven track record in developing and supporting staff to achieve excellence and has developed organizational succession plans in preparation for turnover through retirements;
- is experienced in evaluating and implementing opportunities to work with the Town Council in order to strategically diversify the Town's tax base while creatively assessing ways to increase revenue and manage expenses;
- diplomatically engages with diverse stakeholders such as the school system, individual community members, community groups, council members, employees, regional, state, and federal authorities in order to leverage the Town's opportunities and mitigate challenges;
- represents the Town at regional and state meetings such as ICMA and NCLM;
- is skilled in utilizing and implementing methods of technology to improve processes, procedures and communication across departments;
- communicates excellently both verbally and in writing, and possesses outstanding interpersonal skills both one on one and in groups; and,
- values accountability and holds high expectations of self and staff while also being an effective and respected leader.

Salary and Benefits:

The hiring range for the **Town Manager** is \$150,000 - \$185,000, dependent on qualifications and experience. The Town provides a competitive benefits package including health, dental and vision insurance, 401K 5% employer contribution, short term disability, FSA or HSA, LGERS (local government retirement system), car allowance, and a phone stipend. Residency within Butner's town's limits or within a 30-minute commute is preferred.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **Town Manager - Butner, NC** title.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/> select "Client Openings" and scroll down to "Important Information for Applicants." All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants must apply by February 8, 2023. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on March 16 – 17, 2023. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate. All *inquiries* should be emailed to hiring@developmentalassociates.com. The Town of Butner is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC



Butner Athletic Park is the premier athletic facility in southern Granville County and a popular place for community members to come together to participate in sports, walk the .66-mile trail, and attend festivals and other events, such as the annual National Night Out campaign (below).

