



THE TOWN OF PITTSBORO

Invites Your Interest in the Position of

TOWN MANAGER



REOPENED

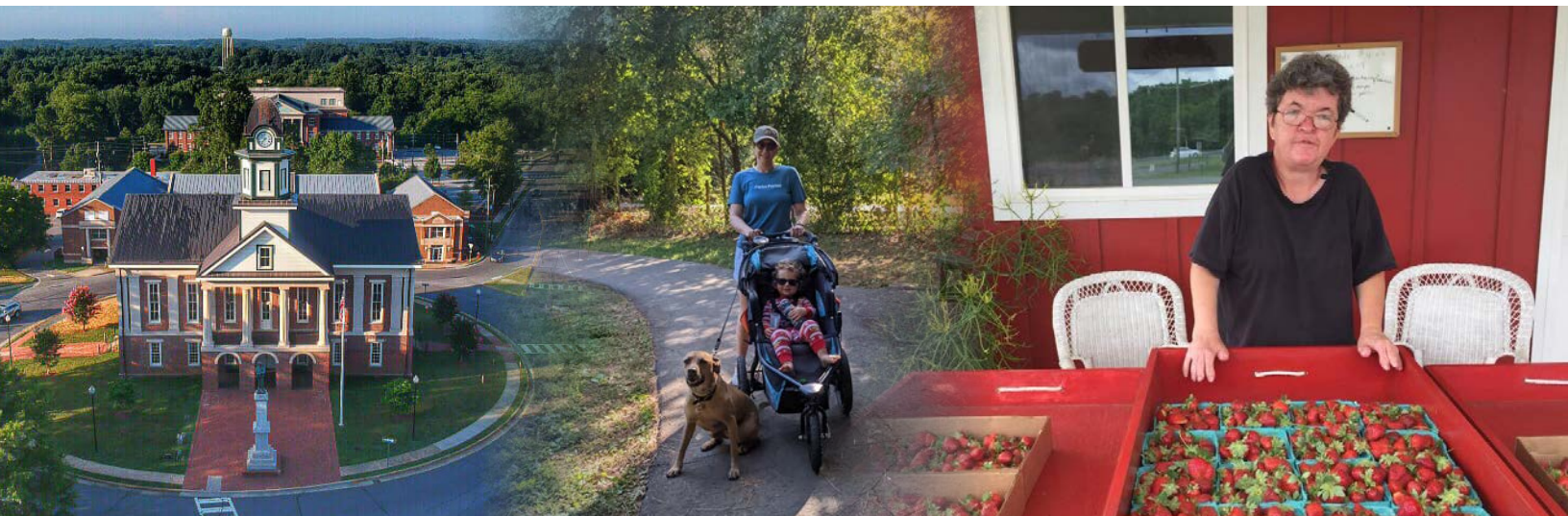
If you are an executive with extensive experience working with municipalities, particularly leading rural communities through major growth, the Town of Pittsboro, NC invites you to consider the opportunity to serve as its next **Town Manager**.

On the cusp of significant transitions, Pittsboro seeks a **Town Manager** who must have impeccable interpersonal skills and support and grow the Town staff. He or she must balance local priorities and resources while also facilitating large development projects such as Chatham Park and other projects, which will be developed as a result of the nearby VinFast and Wolfspeed projects. The **Town Manager** will be experienced in advancing infrastructure and maximizing resources for future growth while ensuring quality and accessibility of utilities for the community. The next **Town Manager** is a visionary who will work cohesively and collaboratively with stakeholders to develop and implement a strategic plan for the Town — carefully identifying a timeline that the Town can realistically adapt to. Chatham Park is expected to be the largest development in NC and will feature 22,000 housing units in a live-work-play concept across 7,200 acres — a significant advancement that will dramatically increase the Town's population of nearly 4,700.

The Town Board seeks a progressive leader who can unite the Board, staff, and community around a collective vision — embracing the perspectives of all and bridging gaps where divergent interests lie.

About the Community:

Established in 1785, Pittsboro is one of the fastest growing towns in NC located in the heart of Chatham County — just 17 miles south of Chapel Hill, the Research Triangle Park (RTP) and RDU International Airport, and just 32 miles to Raleigh. VinFast will be located 15 miles from Pittsboro at Triangle Innovation Point and Wolfspeed, and other industries will be 20 miles away at the Chatham-Siler City Advanced Manufacturing site. From software developers to farmers and artists, Pittsboro supports a diverse community of people who call the growing Town home. Community members embrace the small-town values of respect for one another.



The rural culture of Pittsboro can be seen through its historic downtown, recreation opportunities and active farms, such as Phillips Farm, right photo, where Julie Clark offers up fresh strawberries during the spring.

With its temperate climate, proximity to the mountains of NC and an easy drive to Atlantic Ocean beaches, the Town of Pittsboro provides community members access to all of what makes the State of NC special. With a rich agricultural history, Pittsboro is home to over 1,100 farms, some of which sell at farmers markets and to local fine dining restaurants. In fact, Pittsboro leads the State's Sustainable Agriculture Program and an Innovative Culinary Program on the Pittsboro campus of Central Carolina Community College and utilizes produce from local farms for programming. The county Agricultural and Industrial Fair is held inside Town limits every Fall, and for over 70 years has been owned and managed by a non-profit collaborative of African American community leaders. The Chatham



Chatham County Agriculture and Conference Center

County Agriculture and Conference Center, on the campus of the Community College in the western part of Pittsboro, is home to the county's NC Cooperative extension office and offers agricultural services, education and programs including an active 4-H Youth program.

Pittsboro sits near Jordan Lake and its forested buffer occupies nearly 20,000 acres through the eastern portion of Chatham County and provides recreational opportunities as well as downstream flood control. It is also adjacent to the State's newest Natural Area — 960 acres along the scenic Haw River. Many parks and a championship disc golf course offer additional recreational opportunities.

Pittsboro is home to the Pittsboro campus of Central Carolina Community College, which offers a core curriculum as well as continuing education in such areas as Sustainable Agriculture and Alternative Building Techniques. Within a short distance of Pittsboro is the University of North Carolina at Chapel Hill, North Carolina Central University, Duke University, and North Carolina State University, as well as a cluster of private and community colleges. These universities and colleges serve not only as excellent academic centers, but also as research centers, medical centers, and employment centers within and nearby to the community of Pittsboro.



Jordan Lake, a nearly 20,000-acre reservoir near Pittsboro, and nearby Haw River (left photo), provide a vast array of recreational opportunities, year round.



About the Organization and Position:

The **Town Manager**, who reports to the Mayor and a five-person, non-partisan Board of Commissioners, leads 50 employees across 9 departments/divisions. In addition, the **Town Manager** works with the Board of Commissioners to oversee the Town's Planning and Parks & Recreation Advisory Boards. The FY 22-23 general fund budget of \$9.3M (Enterprise budget of \$5.7M) is supported by a tax rate of \$.44 per \$100 of assessed tax value. More information about the budget can be found [here](#).

From a steady population less than 5,000, the Town of Pittsboro is embracing exciting growth opportunities that will significantly and quickly increase the Town's population thus requiring strategic direction and additional resources to ensure Pittsboro remains a thriving community. Substantial growth is imminent with the ongoing

The Council desires a Town Manager who is resourceful and assertive and will advocate for the needs of staff and community members while articulating alignment of their needs with the strategic direction of the Town.

development of Chatham Park, an expansive master-planned live-work-play development with 22 million square feet of commercial, office and civic space, which is to occupy over 7,000 acres to the east of Pittsboro, and west of the Haw River. The **Town Manager** will engage and coordinate consistently with local and regional stakeholders to ensure this development project and others are successful ventures. The next **Town Manag-**

er will have the natural ability to unite teams, establish trusting relationships and build a cohesive culture across departments. In the process of facilitating the Town's next strategic plan, the **Town Manager** will be tasked with preserving the strong sense of community — protecting the Town's history and excellent quality of life as the community grows.



Artistic rendition of a portion of Chatham Park — 22 million square feet of commercial, office and civic space, which will occupy more than 7,000 acres the east of Pittsboro.

Key Position Priorities:

- Elevate the need for adequate and reliable utilities by reviewing the state of the Town's water and sewer capacity, water quality and wastewater service and develop and recommend short and long-term solutions for these services while managing a regionalization with a neighboring Municipality.
- Evaluate the Town's service delivery, capacity, infrastructure, and organizational structure to ensure that it can meet the needs of employees and the current and future demands of the Town.
- Facilitate the development of the Town's next strategic plan to implement the Board and community's vision and create robust metrics to measure achievement of stated goals.
- Manage growth opportunities throughout Town including the Chatham Park project which is under construction and ensure effective communication among all involved parties including developers, the Board, and key staff.

Qualifications:

A bachelor's degree in Public or Business Administration or closely related field from an accredited college or university is required; a master's degree in Public or Business Administration and/or ICMA credentialed management is strongly preferred.

Candidate must have five or more years of successful and progressive levels of supervisory and management experience; experience in North Carolina local government preferred.



Many community members, like Betty Wilson who has resided in the Town of Pittsboro for nearly 60 years, enjoy the strong sense of community the Town offers.



The Town of Pittsboro community members take pride in where they live, work and play. A mural by artist Michael Brown brings new and colorful life back to an old building in downtown Pittsboro.



Laser show at Summer Fest



BIG fun in a small town at the annual Summer Fest, held in downtown Pittsboro every year in July.

The Successful Candidate:

- is strategic and innovative regarding areas for growth, new development, and redevelopment;
- has extensive knowledge and experience in working with complex water and sewer systems and has a track record of successfully implementing improvements to and/or regionalization for water and sewer systems;
- proactively engages with the community, telling its story, advocating for opportunities, and marketing community strengths;
- is adept in budget development and management and experienced in creatively increasing revenue, managing expenses and leveraging existing funds for new and necessary initiatives that may arise;
- effectively leads a diverse group of employees with varying backgrounds, tenures, and skillsets;
- is able to effectively recruit, retain, manage, develop and engage talented staff while also holding employees accountable to deliver excellent customer service to both internal and external customers;
- has developed organizational succession plans in preparation for turnover through retirements and advancements;
- constructively advises and provides guidance to the Board in helping achieve their vision and priorities;
- diplomatically engages with diverse stakeholders such as project developers, individual community members, community groups, Board members and County Commissioners, employees, regional, state, and federal authorities in order to leverage Town opportunities and mitigate challenges;
- resilient in the face of challenges and seeks innovative solutions to problems;
- is a progressive leader with a proven track record in innovative municipal management;
- is knowledgeable of principles and practices of public administration to include planning; administration and supervision; and preparing and implementing proposals which affect the operations of Town government;
- 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.



The traffic circle in downtown Pittsboro gives the town its nickname “The Circle City”.

Salary and Benefits:

The hiring range for the **Town Manager** is \$150,000 - \$200,000 depending on experience and qualifications. Relocation assistance may be provided, if needed. Residency within Town limits is required within a negotiated timeframe. The Town provides a comprehensive local government benefit package including a 5% 401K or 457 contribution, NCLGERS enrollment, paid medical, dental, vision, long and short-term disability insurance, life Insurance, and vacation and sick leave.

To apply, please visit

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

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, and click on the **Town Manager – Town of Pittsboro, 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 1, 2023 though the job will stay open until filled. Successful semi-finalists will participate in virtual interviews and skill evaluation TBD in February / March. All *inquiries* should be emailed to hiring@developmentalassociates.com. The Town of Pittsboro is an Equal Opportunity Employer.



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



From a steady population less than 5,000, the Town of Pittsboro is embracing exciting growth opportunities that will significantly and quickly increase the Town’s population.

