



THE TOWN OF ROLESVILLE

Invites Your Interest in the Position of

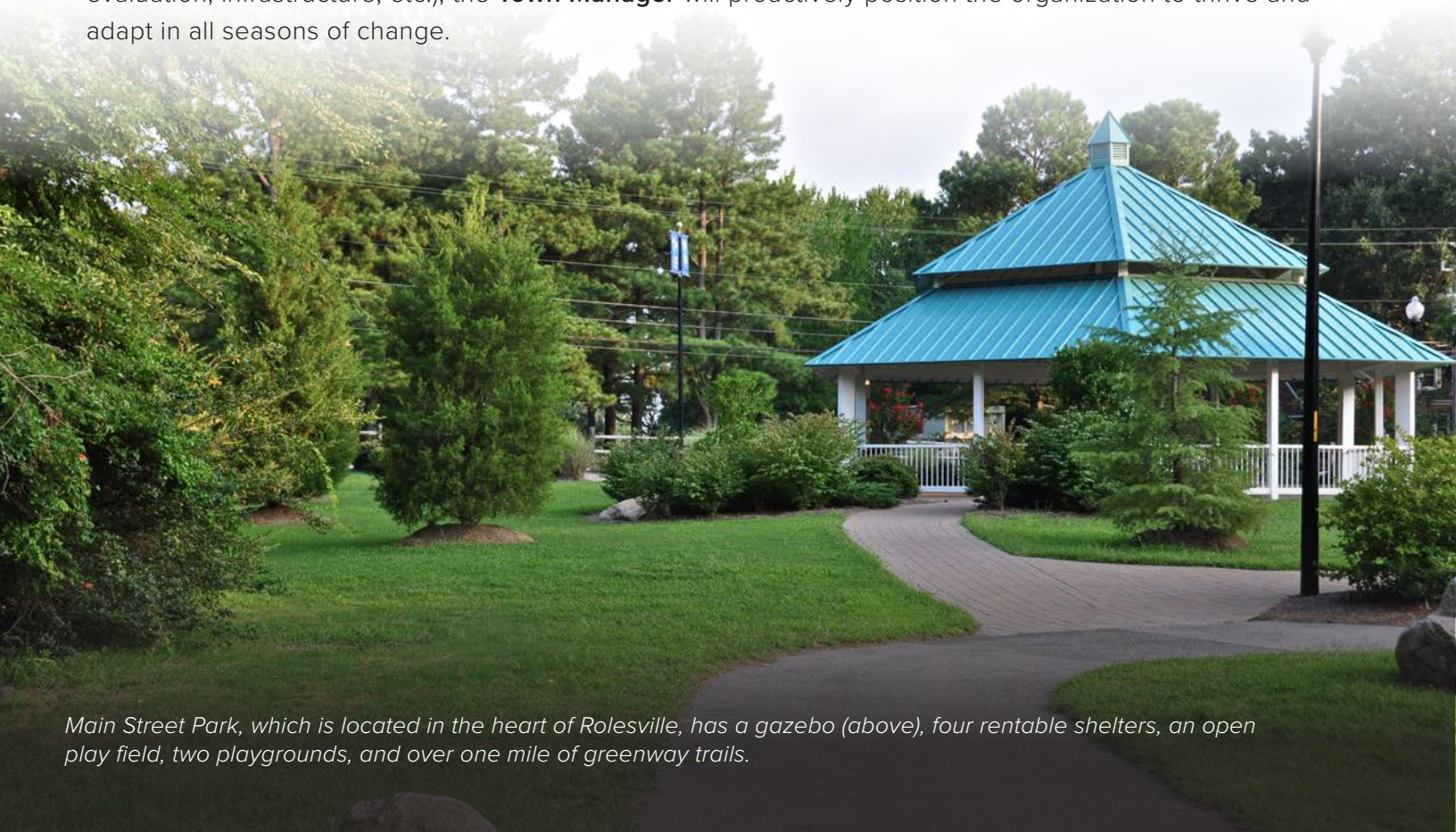
Town Manager



The [Town of Rolesville, NC](#), seeks an experienced professional with small-town passion and a strategic thinking mindset to serve as its next **Town Manager**. Uniquely positioned in the greater Research Triangle area, the growing Town of Rolesville desires in their next **Town Manager** someone who is:

- a visionary and compassionate leader possessing well-developed interpersonal skills and abilities to unite the Rolesville community around a cohesive vision;
- experienced cultivating commercial and mixed-use development in communities with a predominant residential tax base;
- a strong advocate and assertive consensus builder; experience working effectively with an active and engaged Board, constructively advising and providing guidance to the Mayor and Board to remain united around the Town's goals and priorities;
- experienced in managing the many moving pieces of a municipal organization, remaining calm in crisis, and utilizing innovative methods to streamline processes and procedures to improve workflow and ensure quality service delivery;
- an excellent communicator both verbally and in writing and a proponent of open and transparent government who proactively seeks opportunities to communicate in multiple forums and encourage community participation and input; and,
- an influential and trusted manager with a track record of empowering and encouraging staff to excel while holding themselves and staff accountable to high standards of excellence.

Rolesville's next **Town Manager** is knowledgeable of municipal sustainability efforts and will use sustainability as a guiding operational principle while improving the town's sustainability and succession planning efforts. From both a micro (staff training and development) and macro level (organization-wide – systems and policy evaluation, infrastructure, etc.), the **Town Manager** will proactively position the organization to thrive and adapt in all seasons of change.



Main Street Park, which is located in the heart of Rolesville, has a gazebo (above), four rentable shelters, an open play field, two playgrounds, and over one mile of greenway trails.

About the Community:

The Town of Rolesville is a small town in northeastern Wake County. Wake County is the largest county (by population) in the State of North Carolina and contains the state's capital city of Raleigh.

Rolesville is one of NC's top three fastest-growing communities, a recurring accolade for the town every year since 2005. Rolesville, with a population of 10,661, which has grown 150% since 2010, is the second oldest town in Wake County, initially incorporated in 1837. Only the City of Raleigh is older than the Town of Rolesville.

Prized for being a safe, family-centric community with a high quality of life, Rolesville was ranked #1 Safest City in North Carolina by SafeWise last year. Rolesville's roots began as a humble farming community. Though most of the large family farms in the heart of Rolesville have been developed into residential or commercial developments, farming is still a significant component of the community, which helps preserve its small-town atmosphere.

Rolesville has three beautiful parks, quality amenities for the entire family, and [3 miles of greenway](#) to explore. Within Wake County, Rolesville's residents have access to larger city amenities, including three major universities: UNC-Chapel Hill, N.C. State, Duke, and quality healthcare through WakeMed, UNC Healthcare, and Duke Health.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Rolesville's residents.

Rolesville

Genuine Community • Capital Connection
Est. 1837

The Town of Rolesville offers residents big benefits while maintaining a small-town atmosphere. Among these benefits are:



Beautiful parks and miles of greenways for everyone to enjoy. . .

NC State University



Close proximity to three top universities, such as N.C. State (above), and quality healthcare facilities. . .

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AND A NO. 1 RANKING AS THE SAFEST CITY IN NORTH CAROLINA BY SAFEWISE IN 2023.

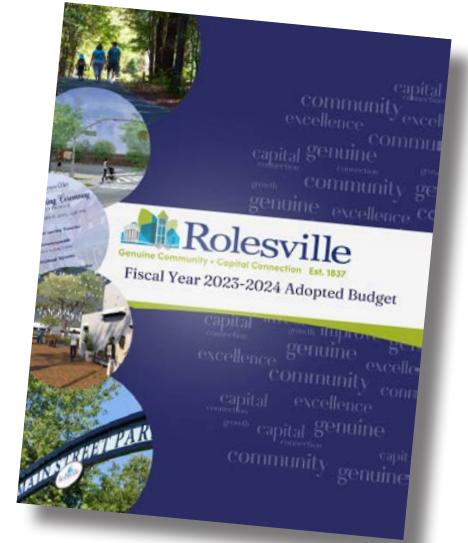
About the Organization and Position:

The Town of Rolesville, operating under a Council-Manager form of government, is governed by a mayor and a five-person Board of Commissioners. Rolesville is committed to preserving the town's agricultural history while preparing for future growth and opportunity. As outlined in its current [strategic plan](#), Rolesville seeks to maintain its reputation as a genuine community while working towards being a walkable community with connections to parks, greenways, and gathering spaces.

Reporting to the Board of Commissioners, the **Town Manager** leads 56 FTEs and oversees the departments of Administration, Finance, Human Resources, Community and Economic Development, Parks and Recreation, Planning, and Police. The Assistant Town Manager oversees Public Works. The **Town Manager** is responsible for the development and management of the town's budget (annual general and capital budgets). Rolesville's [FY 23-24 general fund budget](#) of \$14M is supported by a tax rate of \$.046 per \$100 of assessed tax value.

Rolesville's next **Town Manager** is a relationship builder who effectively networks with peers in neighboring communities, municipalities throughout the state, and other intergovernmental entities. A responsive, detailed, deadline-oriented professional, the **Town Manager** continuously monitors and engages in process improvement.

In addition to supervising staff, the **Town Manager** must effectively secure and oversee contracted services. Rolesville offers Natural Gas via PSNC and water and sewer through the City of Raleigh. Additionally, Rolesville provides fire protection by contract with Rolesville Rural Fire and Eastern Wake EMS. The **Town Manager** is also the staff liaison with the Planning Board and Board of Adjustment.



As part of its strategic plan, Rolesville has undertaken the Main Street Improvement Project, which will provide a walkable community with connections to parks, greenways and other gathering places. The groundbreaking (left) for this ambitious project was held in February 2023.

Key priorities for the next Town Manager include:

- Intentionally learn the culture and needs of the community and organization; Eagerly build sustainable relationships with stakeholders (community members, employees, Board of Commissioners, regional, state, and federal authorities, etc.).
- Facilitate the development of the Town's next strategic plan while overseeing current Capital Improvement Projects such as the Main Street redevelopment project and supporting the implementation of the town's recently adopted affordable housing plan.
- Evaluate staffing levels, compensation, training, and work factors, advocate for short- and long-term solutions to improve morale, retention, and recruitment, and further position the department as a competitive employer.
- Assess needs and opportunities with the Town's infrastructure and establish solutions that align with the Town's strategic vision and priorities.

Qualifications:

The successful candidate ***must*** have a minimum of a bachelor's degree and 7-10 years of progressively responsible management experience. ***Preferred qualifications*** include familiarity with NC municipal management, a master's degree, ICMA credentialing, and five years of progressively responsible experience as a department head, Assistant Town Manager or Town Manager within small to mid-sized municipal government organizations.

One of the key priorities for the next **Town Manager** is to unite all stakeholders around the Town's focus areas of:

Community Connection

Mindful Growth

*Planned Investment, and
Organizational Excellence.*



Salary and Benefits:

The hiring range for this position is \$150,900 - \$217,300. Starting salary is based on experience and qualifications. The Town of Rolesville provides a [comprehensive benefits package](#), including medical, dental, vision, life, and short-term disability insurance; retirement benefits such as membership in the Local Government Employees' Retirement System and employer contributions to 401(K); tuition reimbursement; and more. Residency within 10 miles of Rolesville's Town Hall within a negotiated time frame **is required**.

To apply, please visit

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

Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above) – NOT the Rolesville's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **March 19, 2024**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations on **April 11 - 12, 2024**. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct inquiries to hiring@developmentalassociates.com.

The Town of Rolesville is an Equal Opportunity Employer.



The Town of Rolesville is a safe, family-centric and genuine community offering residents a high quality of life.



Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, and scroll down to "Important Information for Applicants."