

ZEBULON

NORTH CAROLINA

Zebulon

North Carolina



Invites your interest in the position of

Assistant Town Manager



Change of Dates:

The recruitment for this position has been extended in order to prioritize hiring Zebulon's Town Manager so that they can be involved in the hiring decision for someone with whom they would work so closely. The search for the Town Manager will begin soon (with a different firm). Please see the new deadlines at the bottom of the posting. Current candidates will continue to be considered.

The growing [Town of Zebulon](#) in desirable Wake County, NC, seeks an experienced NC local government leader to serve as its *first Assistant Town Manager (ATM)*.

The ideal candidate is an innovative professional who utilizes trends and metrics to cultivate opportunities and support growth. With the ability to lead competent staff and work effectively within the Council-Manager form of government, the successful **Assistant Town Manager** has a track record of community engagement and experience with diversity and inclusion, equitable economic development, affordable housing, and diverse portfolios.

As the first **Assistant Town Manager**, reporting to the Town Manager, the final portfolio of the selected candidate will depend on the talents of the selected individual. This leader is confident and articulate in communicating and advocating for the Town's needs to ensure alignment with goals and strategic priorities. This professional is empathetic, patient, and flexible, someone who can adapt and shift quickly in a fast-paced environment and remain calm and steady.

The successful candidate is an energetic, proactive public-sector expert with excellent leadership, people, project management and operational skills. Key responsibilities include leading projects through various stages while ensuring collaboration across departments and stakeholders to achieve outcomes and strategic priorities.

Zebulon's Assistant Town Manager will model the Town's core values honesty/integrity, family, respect, dependability, and teamwork while prioritizing the following:

- Conduct a comprehensive organizational evaluation to assess staffing levels, compensation and training needs, and work factors on the people side as well as policies, procedures, and processes to facilitate changes that improve efficiency, communication, cross-training, and sustainability;
- Advocate for short- and long-term solutions to enhance cohesion, retention, and recruitment and further position the organization as a competitive employer;
- Collaborate with the Town Manager and Management Team to manage projects and programs such as pay/market study, bond referendum, strategic planning, and budgeting.
- Partner with the Town Manager in overseeing the Town's infrastructure projects, including the upcoming construction of a new fire station.
- Support the Town Manager in strategic planning and visioning with a specific focus on evaluating opportunities to address economic development, DEI, mental health, and affordable housing while balancing and navigating opportunities to support the community's desires for commercial development.

About the Organization and Position:

The Town of Zebulon operates under a Council/Manager form of government. Zebulon's [proposed FY 24-25 budget](#) of \$28.5M supports 89 highly-skilled staff across seven (7) departments. Zebulon is committed to enhancing the quality of life of its residents by delivering excellent, friendly services and fostering collaboration within our community. With a focus on ensuring that Zebulon grows smart, maintains its small-town life, and has a vibrant downtown, the Town's [strategic plan](#) provides strategic priorities for the next seven years.

Reporting to the Town Manager, the **Assistant Town Manager** oversees various departments and builds and maintains effective working relationships with staff while immersing themselves in the community, establishing trust and unity with community members and partners. The **ATM** will also oversee and execute special projects delegated by the Town Manager. The **ATM** has excellent attention to detail and will embrace supporting the Town Manager with personnel and operational management, administrative tasks (including budget development and management), Council/Manager relations, and serving as a second in command for the organization.

Qualifications:

The successful **ATM** candidate will have a bachelor's degree (a master's degree is preferred) and 5 - 7 years of increasingly responsible professional experience in municipal government management, including 2-3 years of administrative and supervisory experience at the senior or executive level or equivalent experience and education. Though residency is preferred, it is not required for this position. Community immersion is essential to its success.

About the Community:

With a population of 11,500, Zebulon is Wake County's easternmost town and is located just 20 miles from North Carolina's Capital City of Raleigh. Zebulon is a charming small town known as *"The Town of Friendly People."* Residents enjoy a small-town feel while having all the amenities and access to Raleigh's metropolitan area of 1.5 million people. Experiencing similar growth patterns to the region, the Town's population grows and diversifies by as many as seven people daily. Current strategic planning and development forecasts estimate that Zebulon's population will nearly double by 2030.

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 Zebulon's residents. Zebulon is bordered by four counties and boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. The town is approximately 3 hours from the mountains of North Carolina and 2 hours from Atlantic Coast beaches.



Employee Benefits

Annual Leave

Sick Leave

Petty Leave

Holidays

Maternity/Paternity Leave

Bereavement Leave

Civil Leave

Military Leave

FMLA Leave

Social Security Deductions

Workers' Compensations Salary

Supplement

Credit Union

Health Insurance

Dental Insurance

Vision Insurance

Supplemental Insurance

Disability Insurance

Life Insurance

Flexible Spending Accounts

Death Benefit

Retirement System/Deductions

Supplement Retirement

NC529 Plan

COBRA

Salary and Benefits: The salary range for this position is \$110,000—\$130,000. The starting salary is dependent upon qualifications and experience. Zebulon offers a competitive benefits package that includes paid medical, dental, vision, and life insurance, a 5% contribution to a 401k, state retirement, 12 paid holidays, and birthday time off.

To apply, please visit

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

Please note the following:

- All applications must be submitted online via the Developmental Associates application portal (link above)—NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **July 29, 2024.**
- The Town Manager will invite successful semi-finalists to participate in virtual interviews and skill evaluation on September 12-13, 2024. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

Zebulon is an Equal Opportunity Employer. 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."



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