



The Town of Wendell



Is seeking an
Assistant Town Manager



[The Town of Wendell](#), a historic and rapidly growing suburb in desirable Wake County, North Carolina, is seeking a second **Assistant Town Manager** to join its experienced and forward-thinking leadership team.

This **Assistant Manager** will thrive in a dynamic, evolving municipal environment and offer a balanced skill set that complements the Town Manager's strategic, big-picture perspective and the current Assistant Town Manager's detailed, operational focus. The successful candidate will serve as a key contributor in shaping thoughtful policy and ensuring effective day-to-day administration. While a general job description has been developed, specific departmental responsibilities will be tailored to the qualifications and strengths of the selected candidate. Aligning with the Town's core values and fostering a collaborative organizational culture are considered more important than possessing specialized knowledge in any particular field. The Town of Wendell has a strong, capable staff in place to support the successful candidate's growth and continued professional development.

The Community:

The Town of Wendell is situated in eastern Wake County, approximately 20 miles from Raleigh, the dynamic capital city of North Carolina. The Town started in the 1850s when tobacco farmers in Granville County were hit with what came to be known as the Granville County Wilt. The tobacco crop failed, and farmers from Granville County moved into eastern Wake County, looking for fertile land to plant their crops. The town got its name from a local teacher who wanted to name it after his favorite poet, Oliver Wendell Holmes. The town's rich history is evidenced through its five listings on the National Register of Historic Places: The Dr. Thomas H. Avera House, Harmony Plantation, Riley Hill School, Sunnyside, The Hood-Anderson Farm, and the Wendell Commercial Historic District.

Wendell's culture, best reflected in its motto "Small Town, Big Charm," is attracting more and more residents. Once considered a sleepy town, Wendell is now one of the fastest-growing communities in the state. The Town has grown from less than 7,000 people in 2015 to its current estimated population of 20,000. Ten-year growth projections predict a population of over 50,000 by 2035.

The town's events, often described by the Town Manager as looking like a Norman Rockwell painting, reflect the charm and warmth of a close-knit community. Local events include the Wendell Harvest Festival, International Food and Music Festival, Wendell Wonderland, and July 4th Fireworks. The new [Wendell Museum](#) provides a glimpse into the town's fascinating history. Wendell's historic Main Street pays homage to its history. From the local barber shop – an iconic stop in town – to many retailers, shops, unique eateries, and free Wi-Fi provided by the town, Wendell's small-town charm is refreshing and inviting. The Town enjoys a low crime rate and an exceptional quality of life and has the unique advantage of being just 15 minutes from both downtown Raleigh and lush open spaces, such as [Robertson Millpond Preserve](#), [Sandy Pines Preserve](#), and [Turnipseed Nature Preserve](#), a 265-acre preserve offering hiking trails, scenic views, access to unique boulders and granite rock outcrops and open play areas. The Town also offers a variety of outdoor recreational opportunities in the form of parks, athletic fields, tennis and pickleball courts, and basketball courts.

As the Town of Wendell continues to grow, partnerships with key institutions like WakeMed Emergency and UNC Physicians are expanding, with both organizations establishing a stronger presence in the town. The relationship with the Wake County Public School System also remains vital in meeting the educational needs of the Town's growing population.

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 Wendell's residents. Four counties border Wendell, thus presenting 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 NC and 2 hours from Atlantic Coast beaches.

About the Organization and Position:

The Town of Wendell operates under a Council/Manager form of government with a six-member Board of Commissioners. Wendell's citizen-friendly reputation, coupled with its vision of a clean, safe, vibrant, and full-service town with a diverse population, is assured by the quality of the town's facilities and professional staff who work efficiently to provide excellent customer service. The Town has a [FY 2025 budget](#) of \$39.3 million and a proposed FY2026 budget of \$54.6 million, a 39% increase year-over-year. The previous two budgets have also experienced significant (~20% each) increases to support town growth. The growth in the proposed FY2026 budget is substantially related to \$32M in planned capital projects associated with the bonds approved in November 2023. Nearly 100 employees carry out the services of the Town.

Wendell is approximately 80% residential, and the evolving needs of its citizens are increasingly driving commercial development to provide necessary amenities, services, and improvements to Town projects and staffing. In response to this growth, the Town's strategic plan was updated in 2025 and will serve as a two-year roadmap for aligning resources with the Board's policy direction. This plan is designed to bridge the gap between Wendell's current conditions and its long-term vision for a thriving, well-balanced community.

As Wendell continues to grow, town officials are focusing on infrastructure development, including parks and recreation, to enhance the quality of life for residents. The town's leadership is committed to managing growth thoughtfully, ensuring that Wendell remains a vibrant and sustainable community for years to come.

Reporting to the Town Manager, the **Assistant Town Manager** serves as a key member of the Town Manager's senior leadership team, which includes a second Assistant Town Manager. This **Assistant Town Manager** must be the "right fit" – someone who can confidently step into a leadership role, align their personal values with the organization's culture, and build trust across the team. The primary objective for this **Assistant Manager** position is to allow the Town Manager to focus more on strategic priorities such as board relations, finance, budgeting, and organizational culture. To support this shift, the new **Assistant Town Manager** will likely take on increased responsibility in areas like planning, development, external relations (including economic development), public works, and potentially public safety.





This position also involves constant engagement in various projects, from parks and greenways to public safety and infrastructure, including future connectivity improvements like transportation and road upgrades. The **Assistant Town Manager** will also play a key role in long-term planning efforts, such as the potential merger of fire services into the Town's operations within the next 5 to 10 years. The **Assistant Town Manager** must also effectively contribute to a strong Council-Staff partnership with a commitment to goals identified and supported by the community.

Key Position Priorities:

- Integrate personal leadership values with Wendell's organizational culture and help shape a unified team vision.
- Help scale and maintain town services and facilities to meet future needs.
- Build trust across departments, foster open communication, and address challenges directly when needed.
- Manage diverse projects of varying scope, including parks, greenways, public safety, and infrastructure.
- Support transportation, sidewalk, and road connectivity improvements across town.
- Assist with planning and coordination for a potential fire department merger within the next 5–10 years.

Minimum Qualifications: The successful **Assistant Town Manager** candidate will:

- A bachelor's degree in public or business administration (master's degree in related field is *preferred*).
- Three to five years of progressively responsible experience as a manager, assistant manager or senior executive.
- Knowledge of NC local government laws and regulations or the ability to quickly obtain proficiency is **required**.

Preferred Qualifications:

- Active participation and professional certification in professional organizations, such as ICMA (International City/County Management Association) or other professional bodies.

Although residency is not required for this position, the ability to immerse oneself in the community and have a "passion for the job" are essential to success.



The Successful Candidate is:

- someone who is dynamic, adaptable, and resilient—comfortable navigating change while helping scale and maintain services and facilities for a growing community;
- interested in a wide variety of work and comfortable being involved in many aspects of town operations;
- willing to “do it all,” whether setting up a boardroom or grabbing lunch for a team meeting—no task is too small;
- resourceful and experienced in working with limited staff or financial resources;
- knowledgeable about the challenges and opportunities facing high-growth communities;
- a strong problem-solver with the ability to approach issues with creativity and flexibility;
- skilled in conducting comparative research and analysis to inform decisions;
- an effective communicator, both written and verbal;
- able to build and maintain strong, positive working relationships across departments and with external stakeholders; and,
- an independent thinker who is comfortable with finding strength in differences of opinion and the ability to think differently to get to the same vision of success.

Salary and Benefits:

The full pay range for the **Assistant Town Manager** is \$143,547 to \$226,805, with a midpoint of \$185,177. The starting salary is based on the individual’s demonstrated knowledge, skills, abilities, experience, and education. The Town of Wendell provides an [excellent benefits package](#), including retirement, town-paid insurance including dental and vision, vacation and sick time, holiday leave (12 days per year), participation in the local government retirement system, and contribution to employee 401-K plans.

To apply, please

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

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 June 24, 2025**.
- The hiring team will invite successful semi-finalists to participate in virtual interviews and skill evaluations **on July 24-25, 2025**. 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 Wendell 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/](https://developmentalassociates.com/client-openings/), select "Client Openings," and scroll down to "Important Information for Applicants."

