

MAIDEN

LIVING MADE EASY



Town Manager

Town of Maiden, North Carolina

Are You Our Next Town Manager?



Located in the foothills of the Blue Ridge Mountains, Maiden was established in 1883. Mixing the peace and charm of a small town with the progress found in nearby cities, the town holds a rich history of railroads and its established downtown. Maiden seeks an experienced manager with demonstrated knowledge of public administration and local government services. The town manager serves as the chief executive officer and manages operations in nine departments with 73 full-time and 75 part-time employees, while developing and administering a total annual budget of \$25,063,363. The successful candidate must be a leader with strong interpersonal skills and a proven record of successful communication with elected officials, staff, and citizens. We look forward to your application!

What We're Looking For

Desired Attributes and Characteristics

- Ability to work collaboratively with the Maiden Town Council while also providing best practices guidance and strategic recommendations, especially regarding policy decisions.
- Public administration background with a devotion to public service and the commitment to vest in the Town/community.
- A truly modern “leader-as-a-coach” who is able to develop staff in a positive work environment leading to the highest levels of respect for the manager position.
- An effective manager and leader who understands how to delegate and empower department heads, while displaying high levels of accountability.
- Honest and empathetic communicator who is able to effectively facilitate the council’s vision and cultivate partnerships with other local and state government entities.
- Responsible growth oriented mindset with the foresight to adapt to changing environments.
- Understanding and sensitive to issues within government and amongst community residents and visitors.
- An energetic visionary who can promote and market Maiden by maximizing the town’s resources.

Education & Experience

- Combination of education and experience equivalent to graduation from an accredited college or university with major course work in public administration.
- Preferred Master's degree in public administration or related field.
- Minimum five years’ experience in an executive or department head role in local government is preferred.
- Experience with the principles and practices of local government management including public utilities, planning, human resource management, grant administration, preparation of budgets, and financial management. Strong utility and budgeting experience is an advantage.

Hiring Range: \$140,500 - \$161,850

Note: The selected candidate will be expected to reside within the town limits or within a reasonable commuting distance of 30 minutes.



About The Maiden Community

Located in Catawba County, the Town of Maiden is home to over 3,800 residents. Our wonderful community has an inviting, small town feel with a quaint downtown and surrounding natural amenities that include both water and mountain recreation. Beneath the small-town charm, Maiden prides itself on innovation, defining what is possible and competing with the best! Maiden is ideally situated in the Western Piedmont Region, near fast-growing Hickory and about an hour drive to Charlotte, Asheville, and Boone.

Maiden Is A Development Epicenter!

As a major employment center, Maiden's population increases from 3,800 to over 12,000 during the day. This is due to the significant workforce housed in Maiden from companies such as **Microsoft, Carolina Nonwovens, and Apple, Inc.** The Town also continues to experience housing growth through new neighborhoods such as the Villages of Maiden. Corresponding with private sector growth, Maiden has several exciting capital projects (listed below), many include grant funding:

- Maiden Fire Station: \$10,575,000 with \$4,200,000 grants received via NCGA State appropriations
- Buffalo Shoals Water Line Loop: \$1,510,000 with \$1,510,000 ARPA funds
- AMI (Advanced Metering Infrastructure): \$2,606,269
- W. Finger St. Replacement Road Culvert: \$638,000
- American Legion Building Parking Lot: \$178,625
- Pole Replacement Electrical Distribution: \$250,000 with \$250,000 in SCIF grants
- Community Development Block Grant (CDBG V-352): \$560,974 (total project cost covered by CDBG)
- Maiden Dog Park: \$303,920



Town Government

The Town operates under the council-manager form of government and is comprised of a Mayor and five-member town council, elected at-large and serving four-year staggered terms. The Town has nine departments: Administration; Finance, Fire Department; Human Resources; Information Technology; Parks & Recreation; Planning & Zoning; Police Department; and Public Works (includes street, electric, water & sewer). The town staff includes a total of 148 employees (73 full-time and 75 part-time employees). The \$25,063,363 budget is divided into a \$14,090,011 General Fund, a \$3,308,723 Water/Sewer Fund, and a \$7,664,629 Electric Fund.



How To Apply

Submit a letter of interest, resume, and WPCOG application to the following:

Western Piedmont Council of Governments
Attn: Anthony Starr, Executive Director
PO Box 9026
Hickory, NC 28603

Electronic submission of applications via email at anthony.starr@wpcog.org is encouraged.

Please submit application materials **no later than Monday, August 26th**.

Candidates will be subject to an interview and assessment process.

The first round of interviews are expected to take place in last two weeks of September 2024.

Equal Opportunity Employment

The Town of Maiden is an equal opportunity employer.



www.maidennc.com | www.wpcog.org