



Town Manager

Town of Granite Quarry, North Carolina

Are You Our Next Town Manager?



The Town of Granite Quarry seeks an experienced leader to serve as its next Town Manager. As the Town's Chief Administrative Officer, this position is responsible for working with the Mayor and Council to develop consensus on a clear vision for the Town and implement policies to achieve that vision. The Manager supervises department heads and works with them to establish short and long-range goals. The individual in this role ensures accountability for staff hiring, training, performance management, and retention. The ideal candidate must be a strategic thinker skilled at developing and balancing budgets and seeking innovative financing options and revenue sources to maximize the Town's success.

What We're Looking For

Desired Attributes and Characteristics

- Demonstrated ability to build and maintain **effective working relationships** with elected officials, staff, community groups, other jurisdictions, non-governmental organizations, private-sector entities, and the public.
- Possesses thorough **knowledge of state and local laws** pertaining to local government roles and responsibilities.
- Maintains cutting edge knowledge of local government **management topics and municipal trends**.
- Skilled in **leadership principles and best practices** related to employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.
- Ability to give **staff autonomy to lead projects** while providing guidance and support, as needed.
- Multi-tasker skilled at planning and forecasting **service delivery priorities**.
- Trained and experienced in **cultural competence and diversity**.
- Possesses a **positive mindset** and the ability to **think outside the box**.

Education & Experience

- Graduation from a four-year college or university with a major in public administration, business management, or related field and considerable supervisory experience at a management level within a public sector organization, preferably in a municipal environment.
- Graduate degree in public administration or related field preferred or an equivalent combination of education and experience.

Pay Range: \$95,000 - \$115,000
(anticipated hiring range based on qualifications and experience)

Our Vision Statement

Solid as the rock on which it was founded, Granite Quarry will be a growing, connected and family-friendly town that provides a high quality of life for all.

Our Mission Statement

Optimizing quality of life for our community by delivering exemplary municipal services and embracing quality growth consistent with our unique sense of place and granite character.

Our Core Values

Growth

Quality

Steamline Communication

Operate with Accountability

Lead with Honesty & Integrity

Implement Teamwork

Demonstrate Enthusiastic Engagement



About Our Community

The Town of Granite Quarry, located in Rowan County, is 45 miles northeast of Charlotte via I-85. Home to over 2,900 residents, Granite Quarry offers a unique, small-town charm within a growing metropolitan region. Our walkable sidewalks connect to parks, schools, our downtown area and the Carolina Thread Trail. Residents and visitors enjoy our family-friendly activities and events such as Granite Fest, our annual signature festival. In addition to the various amenities within our community, Granite Quarry is also just a short drive from nearby attractions such as the Charlotte Motor Speedway, North Carolina Transportation Museum and minor league baseball.

In recent years, the Town has set strategic goals focused on ensuring a high quality of life and expanding opportunities. We have also adopted several plans to guide growth and community enhancements, including the 2040 Comprehensive Land Use Plan, Downtown Master Plan, Parks & Recreation Master Plan and Bicycle & Pedestrian Plan.

Town Government

The Town operates under a council-manager form of government and is comprised of a Mayor and a four-member Town Council, who are elected at-large for four-year staggered terms. The Town has four departments: Administration, Police, Fire, and Public Works. The Town staff includes a total of 61 positions, 21 of which are full-time employees.



How To Apply

Submit a letter of interest including a statement identifying major achievements and résumé to:

Centralina Regional Council
Granite Quarry Manager Recruitment
admin@centralina.org

Resumes will be reviewed as they are received with the initial position **closing on July 15, 2024**. The selection process will include a Council interview followed by a more in-depth screening process at the Council's discretion.

Equal Opportunity Employment

The Town of Granite Quarry does not discriminate on the basis of age (as defined by applicable law), religion, sex, race, color, sexual orientation, national origin, disability, or veteran status. Please notify office personnel if you need any assistance in completing this form.

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The physical requirements and working conditions section of this classification may vary from position to position. The city reserves the right to assign or otherwise modify the duties assigned to this classification.

