

Town Manager

The Town of Maxton, located in Robeson County, NC, with a 2018 population of 2,368 is seeking candidates for the position of Town Manager. Responsibilities include supervision and management of 31 full-time and 11 part-time employees in administration, law enforcement, recreation, and public works. Budget for FY 2021 is approximately \$2.3 million. Desired experience includes economic development, public safety, technology, budgeting, grant writing, public works, strategic communication, community involvement, and team building. Strong interpersonal and communication skills also desired.

Qualifications include a Bachelor's Degree in Public Administration, Business, Finance or closely related field. Prefer at least two (2) years of experience as a municipal administrator. Prefer Master's Degree in Public Administration or related field. Must have a valid driver's license. The selected candidate will be expected to relocate to the Maxton vicinity upon hire.

Maxton is a Council – Manager form of government and is overseen by a Mayor and five (5) Commissioners.

Interested applicants should send a cover letter, which includes salary requirements, and resume to the Lumber River Council of Governments, Attn. David Richardson, Maxton Manager Position, 30 CJ Walker Road, Pembroke, NC 28372. Resumes may also be sent by email to dr@lrcog.org. Candidates are responsible for assuring delivery. Resumes and cover letters are due by 5:00 pm on February 11, 2021. Late or incomplete submissions will not be considered.

Salary DOQ and experience. Full benefits package. Maxton is an EOE. More information about the Town may be found at www.ci.maxton.nc.us.com.