

The Town of Stanardsville, Virginia is seeking to fill two positions, one for Town Administrator and a second for Town Clerk. **The Town Clerk and the Town Administrator positions may be filled separately by two persons or may be combined and filled by one person. Applicants must indicate if they are applying for one or both of the positions.**

### **TOWN ADMINISTRATOR**

The Town Administrator is the chief administrative officer of the Town and is responsible to the Town Council for the proper management of all the affairs of the locality as directed by the Mayor and Town Council. The primary responsibilities include enforcement of ordinances and resolutions, executing the budget, handling Town financial matters, keeping regular part-time office hours at Town Hall, and handling administrative matters related to Town business.

#### **Education, Knowledge, Skills and Abilities Desired**

The Town Administrator must be able to communicate effectively in oral and written forms and be able to prepare reports to Council. They must be able to multi-task in handling various matters, possess strong organizational skills, and maintain organized and accurate records. They must also be able to exercise sound judgment in making decisions in conformance with laws, regulations and policies. The ability to establish and maintain effective working relationships with elected and appointed officials, businesses and the general public is essential. Some knowledge of bookkeeping principles and use of computers and commonly used word processing and bookkeeping software is important. A high school diploma is required with a four-year college degree preferred.

Estimated Hours of Work: 12 to 16 per week.

### **TOWN CLERK**

The Town Clerk is appointed by, and serves at the pleasure of, the Town Council. The Town Clerk is responsible for performance of duties set forth in the Code of Virginia which include attending evening Town Council meetings and taking minutes and maintaining official records of communications and decisions by Town Council along with other related duties.

#### **Education, Knowledge, Skills and Abilities Desired**

The Town Clerk must be able to communicate effectively in oral and written forms and be able to prepare accurate minutes of Council meetings. They must possess strong organizational skills and maintain organized and accurate records. An ability to establish and maintain effective working relationships with elected and appointed Town officials and the general public is essential. Some knowledge of the use of computers and commonly used word processing software is important. A high school diploma is required with some college level education desired.

Estimated Hours of Work: 16 to 20 hours per month (4 to 5 hours per week).

The two positions are contractual and persons selected will be expected to be self-directed in the performance of their duties and will be held responsible for the results of their work. Persons chosen will be responsible for payment of self-employment taxes.

Persons interested in the one or both of the positions should submit a proposal with the following materials:

- cover letter expressing their interest in the position(s);
- resume with education and prior relevant work experience;
- prior employment references; and
- monthly salary need.

Applicants for Town Clerk must be available the second Monday evening of each month to attend regular Town Council meetings.

Applicants for Town Administrator should indicate their availability from Monday and through Saturday to fulfill a minimum of 12 hours per week presence at Town Hall in Stanardsville.

All applications should be submitted in a sealed envelope addressed to the attention of Mayor Michael Payne and mailed to Town of Stanardsville, P. O. Box 152, Stanardsville, VA 22973

Positions remain open until filled.