



Assistant Town Manager Recruitment Information





Welcome to Oak Island

Situated on the southern end of North Carolina's picturesque coastline, the Town of Oak Island (OKI) encompasses nearly 20 square miles; offering 10 miles of beachfront along the 12-mile-long island from which the Town derives its name. Consistently ranked as one of the best beach towns in North Carolina, as well as throughout the southeastern United States, the "island" portion of the Town is marked by the Atlantic Ocean to the south and the Intracoastal Waterway (ICW) to the north. With approximately 10,000 residents year-round, the Town boasts a summertime population that swells to nearly 50,000 visitors and seasonal residents.

The Town works hard to successfully maintain a good balance of its bustling, vibrant tourism, with the traditional, quiet charm of a small coastal town within Brunswick County, one of the fastest growing counties in the State.



Position Opening

The Town of Oak Island is seeking an experienced local government professional to fill the position of Assistant Town Manager. Reporting to the Town Manager, the Assistant Town Manager will perform complex executive and administrative work developing and maintaining long-term and short-term policies, procedures, and plans to support individual departmental goals and objectives to align with the Town's mission and vision. This position will serve as a member of the Town's management team and share executive managerial responsibility for the overall performance of the Town in meeting the policy directives of the Council. The successful candidate will have an extensive background in overseeing and directing standard daily operations of the Public Works, Public Utilities, and Development Services departments, as directed by the Town Manager; have a background in the management of coastal construction and beach nourishment projects and capital project management as well as the ability to identify trends and issues; maintain records and open communication between federal, state, and local agencies; and will advise the Council and Town Manager on shoreline protection activities and efforts. Additionally, the Assistant Town Manager will be adept in leading the community through change and remain sensitive to the culture of the community while addressing the short- and long-term needs of community members in a timely manner.



Government

The Town of Oak Island utilizes a Council-Manager form of government. A Mayor presides over a five-member Council. The Town Council is responsible for adopting and providing for all ordinances, rules, and regulations necessary for the general welfare of the Town. It approves the Town budget, sets property taxes and fees, and approves appointments to boards and committees. The Town Manager is appointed by the Town Council. The Manager oversees the Town's day-to-day operations, including direct supervision of department heads and the administrative team and the development and management of the Town's FY 2024-25 budget of \$67.5M (\$21.3M General Fund). On average, the Town maintains approximately 165 full-time and 50 part-time employees, providing a wide range of services including police, fire, public utilities, planning and development, public services, stormwater, economic development, HR, finance, and parks and recreation. These departments and staff all perform various functions and must work together seamlessly to provide public services for all residents, property owners, and visitors. The Assistant Town Manager will report to the Town Manager and assist in the daily operations, demands, and needs of the Public Works, Public Utilities, and Development Services Departments.

Required Knowledge, Skills, & Abilities

Successful candidates must be people focused, exhibit an exemplary customer service approach, and be a committed public servant. The ability to develop and leverage authentic relationships with internal and external stakeholders is critical. Successful candidates will value growth and diversity and demonstrate knowledge of and commitment to equity. The successful candidate will also demonstrate strengths to include:

- Comprehensive knowledge of the functions and organization of municipal government and principles and practices of public administration.
- Comprehensive knowledge of current literature and recent developments in the field of public administration.
- Comprehensive knowledge of the Town's Charter and Code.
- Comprehensive knowledge of federal laws, regulations, and state statutes.
- Thorough knowledge of data collection and analysis techniques and policies and processes for developing annual operating budgets and capital budgets.
- General knowledge of all departmental duties and responsibilities.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to work within strict deadlines and re-prioritize responsibilities as needed.
- Ability to prepare informative financial reports.
- Ability to express ideas effectively both orally and in writing.
- Ability to understand and apply governmental accounting practices in the maintenance of financial records.
- Ability to perform work during emergency or disaster situations upon request and as assigned by the Town Manager.
- Ability to establish and maintain effective working relationships with Town officials, associates, consultants, outside agencies, and the public.

The candidate will have successfully served in or demonstrate strong familiarity with the council-manager form of government. Successful candidates will also have a proven record of leadership, fiscal stewardship, innovation, and relationship building.

Candidate Qualifications

The Town is looking for someone with a bachelor's degree in public administration, business management, or a related field, and experience in municipal government administration, including considerable supervisory experience; or an equivalent combination of education and experience sufficient to perform the essential duties. Additionally, a strong background of management experience in Public Works, Public Utilities, Development Services, and Stormwater as well as project management and/or engineering is preferred.



Compensation and Benefits

The salary range for the position of Assistant Town Manager is **\$98,155 - \$120,509** depending on qualifications such as training, education, and commensurate experience level. A comprehensive benefits package, including health, dental, vision, and life insurance options is provided by the Town of Oak Island, including paid time off for sick, annual, and holiday leave as well as participation in the NC Local Government Employees' Retirement System (LGERS). The Town also offers a 401k program with a 5% percent match from the employer. The Town of Oak Island is an Equal Opportunity Employer.

How to Apply

Qualified candidates should submit a completed employment application, along with letter of interest and resume via the Town Website at OakIslandNC.gov/JOBs. This position will remain open until filled. **Applications will be screened against criteria outlined in the complete job description of Assistant Town Manager, which may be viewed on the Town Website.** Interviews will be offered to qualified candidates after review by the Town Manager, with reference checks conducted prior to the interviews (after receiving candidates' permission).

For more information on the Town of Oak Island or other Town Departments, services, and partner organizations, simply visit the Town of Oak Island Website at OakIslandNC.gov.

Have Questions?

For more information, please contact:
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