



Coats

TOWN MANAGER



Coats

a peaceful place... a friendly face

Town MANAGER

Do you want to be the next Town Manager for a growing town that still maintains its small-town charm? Then come join the Coats Team! The Town of Coats, North Carolina is seeking an enthusiastic, outcome driven professional to serve as its next Town Manager. This position is open until filled. However, interested professionals are encouraged to submit an application packet as soon as possible.

About COATS



2,224
POPULATION



36.4
MEDIAN AGE



\$42,566
MEDIAN FAMILY
INCOME

The Town of Coats, located in rapidly growing Harnett County, North Carolina was chartered in 1905 and has an approximate population of 2,224. The Town is a part of the Raleigh-Durham-Cary Combined Statistical Area. Coats, known for its small-town charm, is home to a blend of families that have lived in the community for generations and newcomers that were attracted by the Town's comfortable quality of place. The Town is less than 30 miles from Raleigh and the world-famous Research Triangle Park, just two hours from North Carolina's beautiful beaches, and an easy daytrip away from the wonderful Appalachian Mountains.

About

THE POSITION



Operating under a non-partisan council-manager form of government, the Town Manager serves as the organization's Chief Executive Officer under the direction of the Town's Mayor and five-member Board of Town Commissioners. The Town Manager is responsible for planning, directing, and supervising all Town operations and programs. The Town employs a staff of 17 employees who deliver services to Town residents including utilities, police, parks and recreation, and land use planning. The Town Manager oversees a budget of ~\$2.4 million which is supported by a property tax rate of \$.49 Per \$100 assessed value.

The ideal candidate will be an excellent communicator and tactician that can strategically guide the Town as it navigates future growth opportunities and implements Town Board plans and policies. The ideal candidate must be able to create a collaborative working atmosphere for employees and effectively form partnerships with community leaders, key stakeholders, and outside entities. The candidate should have a solid understanding of land use planning and growth management practices in North Carolina.



About **THE POSITION**

Qualifications

Applicants should have a minimum of 2.5 years of successful leadership experience at the manager, director, and/or supervisor level. Local government leadership experience and hands-on land use planning experience is preferred. At a minimum, applicants will hold a bachelor's degree in public administration, business administration, planning, or a related field. A master's degree is preferred.

The Successful Candidate

- ◆ Has the desire to actively engage as a member of the Coats community.
- ◆ Possesses excellent interpersonal skills with high emotional intelligence.
- ◆ Is skilled in fostering positive relationships.
- ◆ Has excellent communication skills, both verbal and written.
- ◆ Holds necessary knowledge of local government operations.
- ◆ Has the ability to quickly learn new topics and adjust to change.
- ◆ Prioritizes customer service.
- ◆ Is skillful in effective engagement with elected officials and community leaders.
- ◆ Holds creativity and innovation as core values.
- ◆ Has the ability to lead the Town's strategic planning efforts in the areas of infrastructure, growth management, development, and redevelopment.
- ◆ Has the skills to oversee the development and implementation of the Town's budget.
- ◆ Is knowledgeable of local, state, and federal grant programs and funding opportunities.
- ◆ Has the leadership skills to effectively recruit, retain, and manage staff.
- ◆ Has the tact required to hold Town staff accountable in the delivery of excellent services to both external and internal customers.



Salary AND BENEFITS



Salary

Salary is negotiable and dependent upon qualifications. The Town offers an excellent benefits package.



Benefits



Medical, Dental, & Vision Insurance

Town pays for employee



Management Benefits

Monthly stipend for cell phone and travel expenses



Life Insurance

Town pays for employee



Paid Time Off

Paid holidays
Annual and sick leave



Retirement

NC Retirement Plan



Longevity Pay

Employee eligible upon completion of 5 years of service

How to **APPLY**

Interested professionals should submit a cover letter and resume to Justin Hembree, Mid-Carolina Regional Council Executive Director, at jhembree@mccog.org. The position is open until filled. However, interested individuals are encouraged to submit an application packet as soon as possible. Visit the Town's website at www.coatsnc.org for information about the community and the Town's operations.

The Town of Coats is an Equal Opportunity Employer.

The Town's recruitment and selection process is being facilitated by Mid-Carolina Regional Council. Mid-Carolina Regional Council is proud to have Coats as one of its 24 member governments.



**MID-CAROLINA
REGIONAL COUNCIL**

Creative Regional Solutions



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