

Town of Glasgow, Virginia Is Seeking a Town Manager



Community Description

The Town of Glasgow, Virginia, chartered on February 29, 1892, is one of the southern most communities of the Shenandoah Valley located in Rockbridge County. Nestled against the western slopes of the Blue Ridge Mountains, Glasgow is located at the confluence of the Maury (North) River and the James River, before flowing through the gorge at Balcony Falls. The Maury River runs from Goshen to Glasgow and is the only river in Virginia that never crosses county lines. The Maury flows into the James River just off Jarvis Trial at the Department of Game and Inland Fisheries boat ramp. Glasgow is also partnered with the Upper James River Water Trail to better promote and enhance the river experience that we have to offer. Seasonal boaters, canoers, and kayakers converge on Glasgow throughout the Spring, Summer and Fall.

The small town is also recognized as an Appalachian Trail Community. During the warmer months and through the Fall of the year the Town has many visitors come from the trail and enjoy the natural beauty and the amenities that we have to offer. This includes an enclosed hiker shelter with a hot shower, complementary firewood supply, port-a-johns and electrical receptacles. The hikers also frequent our conveniently located local businesses for great food and supplies.

Our new Events Pavilion at Locher Field is giving our Town the chance to have many more local events, including a new concert series, “Rockin’ the Gorge,” starting in 2020. In the Spring of 2020, Glasgow was selected to host the Rockbridge County Fair in the years to come at Locher Field. The Glasgow Farmers Market is one of the jewels of our Town. The 10-stall under-roof open air Farmers Market is managed by the Town, and the volunteers from our local Ruritan Club help it succeed.

Glasgow has the largest employer in Rockbridge County within its town limits. Mohawk Industries is one of the largest carpet manufacturers under one roof in the United States and provides an economic boost for our Town, County, and the Region.

The Town offers natural beauty, outdoor activities, and a down-home feel. Our citizens are what make this Town thrive and many of our citizens are multi-generational, meaning that their families have settled here and have no intention of leaving, “because it is home.”

Organizational Structure

Glasgow is governed by an elected Mayor and a six-member Council.

The Town is under a Council/Manager form of government. Municipal officers consist of a Mayor, six Councilmen, a Town Manager, and a Town Clerk who also serves as the Clerk of Town Council, and such other officers as may be designated by duly enacted ordinances. The Town Manager, Town Attorney and Town Clerk are appointed by the Council.



Elections are held in November with officials taking office on January 1st of the following year. The Mayor may bring issues to Council and make recommendations but may not vote on issues before Council, except in the case of a tie on any matter properly before Council.

The Town Manager serves as the Chief Administrative Officer of the Town and shall be chosen solely based on their executive qualifications. The Town Manager need not be a resident when appointed nor must become a resident of the Town during their term of office.

Budget and Fiscal Condition

The Town’s latest Audit (2019) indicates a net change in Fund Balance of \$50,280. On June 30, 2019, the Town had an Unassigned Fund Balance of \$467,098. The Town adopted a budget of \$1,120,990 for Fiscal Year 2021. Approximately \$549,000 is for General Fund expenditures, with a Water Fund of \$291,000 and Sewer Fund of \$280,000. Glasgow has recently undergone

major water and sewer utility infrastructure upgrades in its distribution and collection system. Significant future capital needs have been identified, with most anticipated in the sewer plant.

Committees

Council creates Committees to assist in planning responsibilities while allowing public participation in the policy development and administration process.

Planning Commission

The Commission is appointed by the Town Council for making critical zoning and planning recommendations on matters related to the orderly growth and development of the Town, including site plans, special use permits, re-zonings, and zoning ordinance text amendments. They are also responsible for development of the Comprehensive Plan and 5-Year Capital Improvement Plan.



Community Development Committee

The Committee is to promote pride and community spirit among residents, enhance the Town's image and attract new residents, businesses, and visitors. The committee plans, sponsors, encourages, and promotes various events that will improve the social and economic well-being of residents of Glasgow.

Finance Committee

Among Glasgow Town Council, there is a desire to establish a committee of knowledgeable persons to advise the Council and Town Manager. The Committee is to make recommendations to the Council on matters including but not limited to review: Town's financial policies, cash management strategy, and long-term financing recommendations.

Public Works Committee

This group reviews and makes recommendations to the Town Manager and Town Council on public works matters, including: street maintenance, street signs, parks, drainage, street lights, water and sewer, use and maintenance of public buildings and grounds, prioritization of public works improvements, service extensions, engineering services and solid waste.



Job Description

The Town Manager is appointed to serve at the pleasure of the Town Council and is Chief Administrative Officer responsible for monitoring, planning, organizing, assigning, and reviewing activities as directed by the Council. The Town Manager is accountable to the Town Council. The Town Manager coordinates administrative activities for the Council including the general management of the administrative affairs and work of the Town; implementing service programs including water and sewer systems; planning/zoning and economic development; and preparations of reports and proposals for the Town Council. The Town Manager shall employ and discharge Town employees. The Town Manager supervises a direct staff of five full-time employees. The Town Manager establishes effective working relationships with and among all Town Boards, Commissions, and Committees.

Responsibilities of the Town Manager include:

- Serves as principal advisor to the Town Council on a variety of comprehensive management issues including personnel policies, technical and administrative issues, fiscal planning and budget funding as well as the development of procedures for effective management, or long-range planning.
- Coordinates the daily administrative functions of the office of Town Council; serves as liaison between the Town Council and Town departments; handles advertising and legal

requirements for all departments and committees on requests; coordinates the preparation of agreements and contracts; develops timetable for town programs and services.

- Prepares proposed annual budget and keeps the Council advised of the financial condition of the Town, including the status of major projects and programs.
- Prepares periodic and special reports concerning the activities of Town government.
- Attends Council meetings, participates in discussions, coordinates special studies, and reports requested by the Council or on own initiative.
- Represents the Town concerning intergovernmental relations with Rockbridge County and neighboring counties, towns, and cities.
- Answers public inquiries or complaints, as directed by the Town Council; notifies Town Council of inquiries and complaints as necessary.
- Supervises and produces the agendas and agenda material for Town Council and committees.
- Plans for future development growth and expansion in public services.
- Conducts staff meetings and encourages self-development in their fields of expertise.
- Prepares RFQ's and RFP's for the Town.
- Keeps abreast of and researches Federal and State programs that make funds available to municipalities and makes recommendations to the Town Council.
- Develops and researches all Town policies and procedures for review and for Town Council approval/implementation.
- Leads in preparation and coordinates with staff for the Town Audit.

Leadership and Professional Development Opportunities

The ability to be a VLGMAA member and attend its annual Winter Conference are in the current fiscal year's budget. Monies set aside to attend VML annual conference or other professional development related conferences.

Qualifications and Experience

This position requires a Bachelor's degree in Business or Public Administration or related field, Master's preferred, and a minimum of 2 years of experience in local government, public service, or any equivalent combination of education and experience. The ideal candidate will have thorough knowledge of local government structure, programs, and practices.



Compensation and Benefits

The Town will provide full health insurance benefits for the individual and is a member of the Virginia Retirement System. Salary range is \$50,000 - \$65,000 DOQ. Resumes and cover letter shall be sent to jhigginbotham@glasgowvirginia.org by 4pm Friday, October 9, 2020, along with at least 3 references. Council will begin reviewing applications in October. For questions about the position or the community please call 540-258-2246 or go to <http://glasgowvirginia.org>.