



## Town Manager

### Town of Jonesville

*Work Schedule/Requirements: 40-hour week scheduled Monday-Friday 8am-5pm with some night and weekend work required.*

The Town of Jonesville (estimated population 2,338), known as the Heart of the Yadkin Valley sits in the scenic foothills of North Carolina. Located approximately one hour from Boone, Mt. Airy, Winston-Salem and Statesville, NC.

Jonesville is seeking a Town Manager with experience in public administration and a demonstrated proficiency in conservative budget management. The Town Manager is responsible for the preparation and presentation of the annual budget (FY2026 \$4,525,400), and the oversight of 25 full-time and ten part-time employees. The position requires effective and ethical leadership while working together with the community, businesses, Town Council and staff, serving as the facilitator of the Town vision. Work is to be performed in accordance with established municipal finance procedures, local ordinances, modern management principles, and the North Carolina General Statutes. Work is performed under the general direction of the Mayor and Council members and is evaluated through conferences, reports, records, the effectiveness of legal compliance with applicable statutes, and by public satisfaction with services provided.

This position requires a blend of education and experience comparable to completing a degree from an accredited college or university. A master's degree in public administration, business, or a related field is preferred. Candidates should be ambitious with a steadily increasing responsibility in managing governmental or private sector enterprises and leading people. Additionally, they should demonstrate familiarity with the principles and practices of local government management, encompassing areas such as budgeting, financial management economic development, planning, human resources, and grant oversight.

The starting salary range is \$57,780 – \$96,300 annually, based on qualifications and experience. Benefits include but are not limited to participation in the North Carolina Local Government Employees' Retirement Plan, 401k, vacation and sick leave, holidays, group life insurance, medical, dental and vision insurance, professional dues, training and conference expenses. Pre-employment screenings include physical exams, drug test, criminal/credit background checks, and driver's record checks.

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than August 1, 2025. Applications can be located online at [www.townofjonesvillenc.com/employment](http://www.townofjonesvillenc.com/employment) or picked up at Jonesville Town Hall. Applicants may also submit a resume; however, resumes are not accepted in lieu of a completed employment applications. Only applications that are completed in their entirety will be considered. Please note that applications with "see attached" will be deemed incomplete and will not be eligible for consideration. The selected applicant will be required to complete a background investigation, pass a pre-employment physical and drug-screening test. As required by law, the Town of Jonesville participates with E-Verify to determine legal employment eligibility status.