

The Town of Jamestown, North Carolina
is seeking an
Assistant Public Services Director



Jamestown Public Library

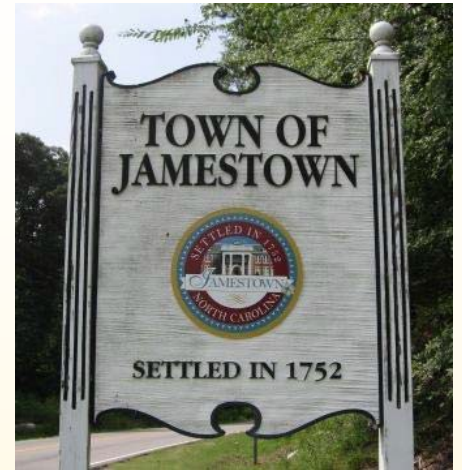


Jamestown, North Carolina
"The Pivot of the Piedmont"



INTRODUCING JAMESTOWN

The Town of Jamestown, centrally located in Guilford County, is ideally situated between the cities of Greensboro and High Point. Founded in 1816 and named after Quaker James Mendenhall, Jamestown is nestled within minutes of the bustling Triad. Our quaint restaurants, desirable shops, welcoming neighborhoods and involved citizens make Jamestown one of North Carolina's gems. The Town is a full service community that consists of approximately 3 square miles with a growing population of just over 4,000. Here you will find the charm of a community full of friendly faces and a helping hand, complemented by the amenities that a larger city has to offer.



- KEY SERVICES
- Water & Sewer
- Solid Waste & Recycling
- Police & Fire Protection
- Planning
- Golf Course
- Parks & Recreation
- Street Maintenance

Selected Demographic Comparison Data		
	Jamestown	NC
Median Age	46.7	38.6
Homeowners	73%	65%
Average Household Income	\$61,107	\$52,413
Average Home Value	222,200	165,900
% of adults with Bachelor's Degree	28.3%	19.6%



Jamestown's Mission Statement

The Town of Jamestown will provide excellent services through the departments of Administration, Finance, Public Services, Parks and Recreation, Planning, along with maintaining good contacts for both fire and police protection.

Town Government

Jamestown operates under the Council-Manager form of government, with the Town Council serving as the governing body of the Town and the Town Manager serving as the Chief Administrative Officer.

Town Council

The Town Council is comprised of four members elected at-large and one elected Mayor, all of whom are elected in nonpartisan elections. The Mayor and Councilmembers began serving staggered terms in 2021.

Public Services Department

The Public Services Department consists of Sanitation, Public Water and Sewer, Storm Water, Buildings and Grounds and Town owned Streets.

For additional details on the Town of Jamestown and the community, please visit: www.jamestown-nc.gov.



The Assistant Public Services Director will perform professional, administrative and managerial work in directing the varied public utilities and public works for the Town. This includes water distribution, wastewater collection, solid waste management, street maintenance, and stormwater drainage for the Town.



EDUCATION & EXPERIENCE

Required:

A Bachelor's degree in public administration, civil engineering, business or a related field.

Must have experience in public services, utilities management or a similar field. Supervisory experience is required.

Excellent communication and customer service skills are required with a proven ability to work effectively with both private and public sectors.

The ideal candidate:

Thorough knowledge of state and federal laws and regulations, local ordinances and standards, and departmental policies and procedures affecting municipal utilities systems and public works functions.

Considerable knowledge of coordination and administration of governmental capital projects.

Knowledge of civil engineering principles and practices.

Considerable knowledge of and demonstrated skills in using effective leadership, management and supervisory skills including hiring, mentoring, training delegation, communication, motivation, and performance coaching and evaluation.

Hiring range: \$79,000-\$90,000 depending on qualifications.



Assistant Public Services Director

The Assistant Public Services Director will plan, organize, and manage daily work activities for the department. This will include inspection, reviewing, and approving Town construction projects; daily operational management of Operations staff; public and customer interaction on complaints, requests, etc.; and participation in budget development and administration. The position is involved in reviewing development plans and working with contractors.

The employee provides technical advice and assistance to the Public Services Director and participates in long-range planning for the construction, improvement, and maintenance of water/environmental resources, streets and other infrastructure.

The employee represents the town to a variety of citizens, developers, state, and federal regulatory officials, etc. Work requires strong staff and resource management skills, public contact and customer service skills, construction management and engineering knowledge.

Work is performed under the general supervision of the Public Services Director and is evaluated by review of reports, conferences with Public Services Director and through acceptance of the community.

This classification is considered exempt for purposes of compliance with the Fair Labor Standards Act.

Compensation and Benefits

- Salary anticipated to be in the **\$79,000—\$90,000** range, depending on qualifications and experience.
- NC Local Government Employee Retirement System (LGERS)
- 401K, with at 5.0% contribution by the Town.
- Fully paid health benefits—medical, dental, and vision for the employee. Spouse and family coverage available for a cost.
- Vacation and sick leave
- Life Insurance



ESSENTIAL SKILLS

Thorough knowledge of state and federal laws and regulations, local ordinances and standards, and departmental policies and procedures affecting municipal utilities systems and public works functions.

Considerable knowledge of the coordination and administration of governmental capital projects.

Knowledge of Town budgeting, purchasing, and personnel policies and procedures.

Considerable knowledge of and demonstrated skills in using effective leadership, management and supervisory skills including hiring, mentoring, training, delegation, communication, motivation, and performance coaching and evaluation.

Ability to perform cost estimations, plan, design, and manage large municipal projects.

Ability to maintain effective working relationships and communicate effectively with Town, State, regional and local officials and community leaders, other department heads, supervisor, employees, public and contractors.

Able to exercise sound judgment and initiative.



Please **mail** a cover letter, resume and salary history to:

Town of Jamestown Assistant Public Services
Director Search

Attn: Karen Strausser

PO BOX 848

Jamestown, NC 27282

Email submissions will not be considered

The Town of Jamestown is an equal opportunity employer. This position will be considered open until filled. Priority consideration will be given to those who apply on or before **March 1, 2023**.



Town of Jamestown, NC—Assistant Public Services Director

For additional information:

Town of Jamestown

Matthew Johnson

Town Manager

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Jamestown, NC 27282

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