

## WHO ARE WE?



Trace Belmont's historic roots and you'll find a distinguished textile and railroad hub that was home to the North Carolina textile industry's entrepreneurial legends. Mill-era charisma and upstanding community character pulse through Belmont today. Generation after generation has nurtured this bold spirit and creative spark to make way for a thriving historic downtown brimming with passionate local merchants and a burgeoning outdoor recreation scene. This vitality empowers Belmont citizens, entrepreneurs, and community leaders to continue advancing the city toward an ever vibrant and exciting future.

## DOWNTOWN CULINARY & BUSINESS SCENE

1. Belmont's historic and hip downtown invites you to explore the restored turn-of-the-century storefronts that are bursting with vibrant local boutiques, shops, and eateries.
2. Downtown Belmont is a highly walkable culinary hotspot with nearly 20 locally owned restaurants, cafés, cocktail bars, and a craft brewery in less than a single square mile.
3. Visitors and residents experience the palpable, upbeat energy in this charismatic river city.

## RECREATION

1. Belmont is a recreation refuge for a multitude of land and water activities that appeal to all ages and abilities. It's the perfect basecamp for adventure and active living in a relatively compact urban environment.
2. Belmont is for pedalers: with in-town mountain biking at Rocky Branch Park, 50 miles of single-track at the U.S. National Whitewater Center, and a healthy road cycling scene.
3. Belmont is for paddlers: with the mighty Catawba Rivers to the east and west, and Lake Wylie to the south, Belmont is a flatwater paddler's paradise. The Belmont Rowing Center and Loftin Waterfront Park maximize these resources. The nearby Whitewater Center affords access to national-class whitewater kayaking & rafting.
4. Belmont is for pedestrians: Opportunities abound for runners, hikers, and walkers of all abilities. Hike miles of trail at Rocky Branch, the Whitewater Center, and Crowder's Mountain State Park. Take the Carolina Thread Trail and soon, the Belmont Rail-Trail for a less technical journey.
5. Belmont is home to the celebrated Daniel Stowe Botanical Garden which offers the perfect setting for a scenic stroll.



## CITY INFORMATION

115 N. Main Street, Belmont, NC 28012  
Established: 1895  
Population: 12,495  
Number of Full Time Employees: 154

## CITY COUNCIL MEMBERS

Mayor: Charlie Martin  
Mayor Pro Tem: Jim Hefferan  
Councilman: Ryan Schiff  
Councilwoman: Martha Stowe  
Councilman: Marc Seelinger  
Councilman: Richard Turner

## MISSION STATEMENT

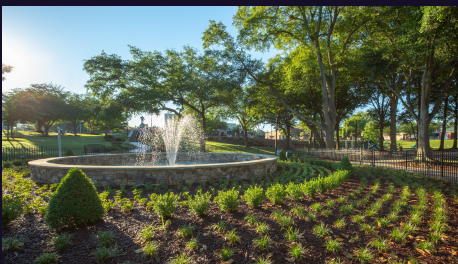
City of Belmont provides visionary leadership and high-quality city services to create a community of choice for our residents, visitors, and employees.

## COMMUNITY & LIVABILITY

1. Belmont offers the best of both worlds: access to the Charlotte job market with competitive wages in an urban career and the comfort of small-town life.
2. Belmont is easily accessible: enjoy the convenience of multi-modal transportation including Charlotte-Douglas International Airport, Interstate-85, and the future Lynx light rail.
3. We are a friendly, multi-generational community of neighbors that values diverse backgrounds and new perspectives, so bring your dreams and your big ideas.
4. Welcome to a community of thinkers and doers. Entrepreneurs, creatives, place-makers, and enthusiastic volunteers freely lend their time and talents to create a distinctive cultural landscape and work hard for the continued success of the city they love

## CULTURE, ARTS, & HERITAGE

1. A culture of craftsmanship, respect for our heritage, and a deep sense of commitment to each other are the common threads that weave the community together.
2. We are proud of Belmont's rich textile and railroad history that is still visible today throughout the city's architectural landscape: historic downtown storefronts, restored and repurposed mills, and quaint mill-village neighborhoods.
3. Our community has been creating since 1895 and we celebrate this tradition of craftsmanship with unique traditions, festivals, and parades.
4. Belmont Abbey College enriches the cultural landscape of the city with multiple performances and exhibitions each year from its renowned performing and visual arts programs.
5. The Belmont community regularly gathers in downtown Stowe Park to enjoy free concerts, events, and the company of neighbors.
6. Proximity to Charlotte affords Belmont locals the ability to enjoy national sporting events and world-class cultural experiences and performances.





**ASSISTANT CITY MANAGER**

**Salary: Minimum \$78,700 – Maximum \$119,193**

**Employment Posting: July 28 – August 4, 2020**

**GENERAL STATEMENT OF DUTIES:** Plans, organizes, and performs difficult administrative, personnel, finance, research, and special project functions for the City; performs related duties as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Under direction of the City Manager, the Assistant City Manager provides substantive and highly complex staff assistance to the City Manager in the development, implementation, and administration of City programs and operations. Plans and coordinates a variety of complex projects; assists the City Manager in providing the community with a broad range of public services; directly oversees and supervises the operations and management of departments as delegated by the City Manager; assists the City Manager in providing highly complex assistance to the Mayor and Council regarding policy and program development; conducts studies and prepares reports as requested on various management issues and functional activities; oversees special projects of the City as requested; and represents the City on various boards and/or committees as assigned. Work is performed under the general supervision of the City Manager and is evaluated through periodic conferences, observation of results achieved, and review of records, reports, and files.

**ESSENTIAL JOB FUNCTIONS:**

Supervises, directs, and evaluates the functions, operations, and management of various departments as delegated by the City Manager.

Develops, plans, and implements goals, objectives, policies, procedures, and priorities for the departments that he or she supervises, including financial and budgetary elements, and in other areas as requested.

Conducts studies assigned by the City Manager and makes reports containing findings and recommendations for the solution of various management problems or issues.

Handles special projects as assigned.

Represents the City Manager's office in intergovernmental, interdepartmental, community, and professional meetings as required.

Oversees downtown development programs and Main Street program.

Communicates effectively and courteously with City Council, the public, other employees, and the media.

Handles complex and sensitive issues and complaints as assigned by the City Manager in accordance with City policies and applicable laws.

Coordinates and prepares any special research reports on a wide variety of functions and issues for the City; coordinates projects and activities that involve departments and community organizations.

Researches and drafts policies for consideration and implementation by the City Manager and City Council.

Serves as City Manager during the Manager's absence.

Performs related duties that may be required or authorized by the City Manager.

**JOB RELATED PHYSICAL ACTIVITY REQUIREMENTS:** This position involves sedentary work requiring the employee to exert up to 10 pounds of force occasionally and less force frequently to move objects. Physical activity related to this position may include talking and hearing. Sufficient visual acuity is required to prepare and analyze data and figures; and do extensive reading. An employee in this position is not substantially exposed to adverse environmental conditions.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Considerable knowledge of the principles and practices of public administration, financial, and budgetary administration, and personnel management; knowledge of the operations and activities of the departments/programs/projects overseen by this position; ability to analyze facts, programs, trends, and costs and make recommendations in oral and written form; ability to help develop long term plans and goals for the City and to provide management with implementation schedules and strategies; ability to communicate effectively with other government officials, employees, community groups; ability to supervise, train, and evaluate assigned staff.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Completion of an undergraduate degree, from an accredited college or university, preferably with completion of a Master's degree in Public or Business Administration or related field; five (5) years municipal government experience in position(s) of responsibility; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Pre-Employment Drug Screening Required and Criminal Background Check will be required.

Equal Opportunity Employer

How to Apply: Submit application with resume online at [www.cityofbelmont.org](http://www.cityofbelmont.org) or mail application and resume to: City of Belmont, Attn: HR Dept., PO Box 431, Belmont, NC 28012.