

Town Administrator - Sunset Beach, permanent population 4,300 (15,000 seasonal).

Town of Sunset Beach is seeking qualified applicants for the Town Administrator position. Sunset Beach currently operates as a Mayor/Council form of government.

Responsibilities: Supervision and Management of 50 full-time employees, 30 part-time employees, 15 seasonal employees and a \$7 million budget (Departments include: Administration; Public Works; Stormwater; Police; Fire; Finance; Planning and Building Inspections). Maintain excellent public relations with neighboring municipalities, counties, and state agencies. Maintain strong working relationship with the Mayor and Town Council. The position also requires annual budget preparation; long range planning; capital improvement program development and implementation; project management; and personnel management matters.

Education: Minimum BS/BA in Public Administration or related field; Masters preferred.

Experience: Minimum 5 years experience in municipal government operations at department head and/or executive level. Relationship and/or working knowledge of Federal, State & County regulatory agencies, State & County legislators, and media relations. Applicants must possess excellent verbal and written communication, negotiation, management and leadership skills, and the ability to interact well with the Mayor and Town Council, citizens and neighboring communities. Knowledge of coastal management and environmental resources, issues and concerns desired. Grant writing skills a plus.

Salary based on experience and qualifications. Excellent benefits package. Applicants are required to complete an application which may be obtained from Town Hall or in the Public Bulletin Board, Employment Section of the Town website: www.sunsetbeachnc.gov.

Confidential resumes will be accepted until October 30, 2020. EOE.

Send confidential resume, application & cover letter including salary history to:

**Town Administrator Search
c/o Lisa Anglin, Town Clerk
700 Sunset Blvd. North
Sunset Beach, NC 28468**