



CITY MANAGER JOB ANNOUNCEMENT

City of Havelock NORTH CAROLINA

havelocknc.us



BACKGROUND



The City of Havelock seeks an experienced City Manager with strong leadership, staff development, decision making and communications skills and mature judgment. Located in Eastern North Carolina, midway between historic New Bern and the beautiful beaches of the Crystal Coast, Havelock has much to offer residents and visitors alike. Havelock is proud to be the home of Marine Corps Air Station Cherry Point, the 2nd Marine Aircraft Wing and the Fleet Readiness Center – East, the largest industry in NC east of I-95. A city of 20,000, Havelock is a great place to live or visit, blending old fashioned Southern hospitality with a cultural diversity.



THE CITY ORGANIZATION



This organization with a current operating budget of approximately \$22.7 million and a full-time staff of 130 in ten departments operates in the Council-Manager form of government. Functions include Police, Fire and EMS, Parks and Recreation, Public Works Public Utilities, Planning and Code Enforcement, Tourism, and staff functions that include IT, Finance, City Clerk, HR and Communications.



RESPONSIBILITIES



Reporting to a Mayor and five Commissioners, the Manager plans, organizes, manages, directs, and implements the goals and objectives of the Board of Commissioners. The Manager oversees services accomplished through department heads who manage operational details. Duties include short- and long-range planning, creating and articulating a vision of excellence for the organization, establishing human resource management systems that staff the organization with productive employees, budgetary direction and guidance, long range and capital improvement planning, overseeing financial management, overseeing operations of the City, and working closely with the Board of Commissioners on major initiatives and priorities.

REQUIREMENTS



Graduation from a four-year college or university with a major in public administration, business management, civil engineering, planning or related field and considerable municipal management experience; graduate degree in public administration or related field preferred; or an equivalent combination of education and experience. Prefer ICMA Credentialed Manager.

THE IDEAL CANDIDATE

Strong visionary leadership, collaborative team management and development, effective decision-making and problem-solving, emotional maturity, communications skills that create transparency, strong commitment to service, customer and community relations are all important components of the successful candidate. The City values high ethical standards, willingness to learn about and effectively engage with the military interest in the community, and interest and skill in economic development.





COMPENSATION

Salary range is \$130,000 - \$185,000 depending on qualifications. The most recent Manager's salary was \$158,000. The City also has a very competitive benefits package.



APPLICATION PROCESS

Applicants can find an employment application form and instructions at themapsgroup.com. To apply, please download the employment application, complete it, and email it to bveazey@themapsgroup.com. You may attach a resume if you wish. If you are concerned about email security, you may send the printed application via US Postal or other mail service. **Deadline for receipt of applications is September 10, 2021.**

Equal Opportunity Employer

Recruitment handled by

*The MAPS
Group*

