

Advertisement for Town of Stanfield Town Administrator Position

Job Details

Hours

Full Time

Location

In Office

Description

The Town of Stanfield is seeking a qualified candidate to fill the position of Town Administrator. Located at the western end of Stanly County, North Carolina, centrally located between Charlotte, Concord, Monroe, and Albemarle, Stanfield is a small town with a population of around 1700 citizens. The Town is a full-service municipality that includes public water, wastewater collection, Planning & Zoning, Police & Fire Protection, residential streets and sidewalks, and two public parks. The local elementary school currently educates 500 children from inside and outside town limits.

Qualifications

Candidates should possess a broad knowledge in the areas of budgeting, planning & zoning, legal, consensus building, community involvement, and internal/external team building. A familiarity with economic development, code enforcement, grant writing, and public works is a plus. The Town Administrator is the Budget Officer and is responsible for working together with the Town Clerk to maintain the Fiscal Year Budget. The Town Administrator is responsible for all aspects of utility billing and will be expected to gain knowledge using FMS software. The ideal candidate for the Town Administrator position is someone with strong communication and conflict resolution skills as customer service is a vital component of daily duties. The Town Administrator attends Stanfield Board of Commissioners meetings and serves on several County Boards representing the Town's interests.