

Part-Time Town Administrator – Town of Onley

The successful candidate will possess the following:

Education & Experience

Graduation from an accredited college or university with a Bachelor's Degree, preferably in Public Administration or Business Administration or related field and three or more years of progressively responsible experience or an equivalent combination of education and experience.

General Duties

Work with Mayor, Town Council and Town Committees & Commission to oversee Town's Special Projects

Work with Local, State & Federal Agencies to oversee and maintain projects happening in Town (i.e. VDOT, A-NPDC, DEQ, Accomack County, OSHA, etc.)

Handle Zoning & Compliance (issue permits, inspections, SUP's, handle complaints)

Economic Development

Fulfill Council Requests

Any other duties deemed necessary

Hours & Salary

Hours should be up to 30 hours per week

Salary will commensurate with experience

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.