



The TOWN OF
ATLANTIC BEACH, NC

Invites Your Interest in the Position of
TOWN MANAGER



Chill Photo
Photography by Chuck Hill

Atlantic Beach, North Carolina is a charming Town along the coast of North Carolina. It has an excellent reputation for service delivery, a stable political environment, and a strong fiscal position. The current Town Manager is retiring after a successful fifteen-year tenure. Atlantic Beach is looking for its next **Town Manager** to continue and expand the town's excellence in government operations.

The ideal municipal executive will be a diplomatic leader with skill in navigating the opinions of others while remaining steadfast in the implementation of the Town's vision and priorities. Although the town is nearly completely built out, the next **Town Manager** must creatively and strategically manage strong pressure for growth to increase the *quality*

of development instead of the *quantity* of development. The ideal candidate will help develop a collective vision for the town and use impeccable interpersonal and communication skills to maintain the unity currently enjoyed between the Town and its stakeholders.

The Town Council seeks a well-respected manager who is adept in recruiting and developing talent - one who holds themselves and others to high standards of excellence and can maintain a culture of high morale and accountability.

About the Community:

Located in Carteret County on the North Carolina Coast, Atlantic Beach is part of the beautiful Crystal Coast - an 85-mile stretch of coastline that includes the southern Outer Banks. Atlantic Beach is situated on a barrier island bordered by the Atlantic Ocean and Bogue Sound. The community balances the needs of its residents, visitors, businesses, and the delicate coastal environment.

Known for an abundance of public beaches and friendly people, Atlantic Beach proudly holds the accolade of being selected as one of the Coastal Living Magazine's "Best Beaches."



With a [range of accommodations](#) and [dining options](#) to enjoy, popular [fishing piers](#), where you can throw a line in or catch a wave off the break and the historic [Fort Macon State Park](#), Atlantic Beach is a charming and welcoming place to visit or call home. The area is one of the premier water sports destinations in the country. It is literally and figuratively shaped by water. In addition to the Atlantic Ocean, the county has many streams, rivers, marshes, and estuaries that attract enthusiasts from around the globe to boat, fish, paddle, dive, and surf.

The official census lists the Town's full-time population at 1,536 residents. The town believes this estimate is lower than its actual full-time population and suggests that the full-time population is closer to 2,500 residents. Nonetheless, the town sees a significant jump in population during the warmer months. With over 5,000 housing units, along with hundreds of hotel and motel rooms, the seasonal population swells to well over 20,000.

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Carteret County is home to one of the best public school systems in North Carolina. In recent rankings by US News and World Report all the schools in the system that were eligible to be ranked have earned “Best Schools” rankings.

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Nighttime fishing on the Oceanana Pier in Atlantic Beach attracts anglers from all over.



About the Organization and Position:

The **Town Manager**, who reports to the mayor and a five-person, non-partisan Town Council, oversees the Town's FY 22-23 general fund budget of \$9.8M which is supported by a tax rate of \$.20 per \$100 of assessed tax value. More information about the budget can be found [here](#). The **Town Manager** oversees operations in seven departments delivered by 56 employees. The Town Manager is also the staff liaison with the Council appointed Planning and Adjustment Boards.

Atlantic Beach is experiencing notable growth pressures. With 90-95% of the town already developed, growth will likely come from redevelopment. As the Town evaluates and plans for future growth, the **Town Manager** will be strategic in sustaining the culture and charm of the Town while channeling the pressure to grow into

a higher quality of development. The next **Town Manager** will have the natural ability to unite teams, establish trusting relationships and maintain a cohesive culture across departments. In the process of facilitating the Town's next strategic plan, the **Town Manager** will be tasked with preserving the strong sense of community – protecting the Town's history and excellent quality of life while managing significant redevelopment and a limited amount of quality growth. The

A few of the town's long-serving department heads are nearing retirement and the next Town Manager will recruit and develop the next generation of leaders in these departments.

The Council desires a **Town Manager** that is resourceful and assertive and will advocate for the needs of staff and community members while articulating alignment of their needs with the strategic direction of the Town.



Clockwise from left: The Atlantic Beach Town Hall is within walking distance of the Atlantic Ocean; Town Hall boardroom; Town Hall Emergency Operations Center. Will Page Photography

Key Position Priorities:

- Facilitate the development of the Town’s next strategic plan – establishing a cohesive community vision and creating robust metrics to measure achievement of stated goals.
- Evaluate the Town’s service delivery, capacity, infrastructure, and organizational structure to ensure that it can meet the needs of employees and the current and future demands of the Town.
- Assess the Town’s staffing levels and address concerns to improve morale while implementing innovative strategies to support employee development, recruitment, retention, and succession planning.
- Review and, as necessary, update the Town’s ordinances and codes to ensure compliance with evolving State and Federal standards as well as to improve the Town’s aesthetics, sense of place, sustainability and resiliency.
- Manage and strategically plan for growth opportunities and redevelopment throughout the Town including overseeing major municipal projects such as the Boardwalk (oceanfront redevelopment) and the Gateway Project (new multi-family and mixed used development in the town’s commercial corridor).

Qualifications:

A bachelor’s degree in Public or Business Administration or closely related field from an accredited college or university is required; a master’s degree in Public or Business Administration and/or ICMA credentialed management is strongly preferred. Candidate must have seven or more years of successful and progressive levels of supervisory and management experience. Qualifications that are preferred, but not required include:

- Experience in North Carolina local government;
- Experience in coastal or resort communities; and,
- Education or experience in land planning and placemaking.



One of the key position priorities for the new **Town Manager** will be to manage and strategically plan for growth opportunities, including overseeing major municipal projects such as the Boardwalk, an oceanfront redevelopment project.



Architectural rendering of proposed Boardwalk project – Kutonotuk



Personality of Place Map from The Gateway Project – Yard & Company



The Successful Candidate:

- is strategic and innovative regarding areas for growth, new development, and redevelopment has experience in working with public utilities (the town operates its own water and storm water utility);
- proactively engages with the community, telling its story, advocating for opportunities, and marketing community strengths;
- is adept in budget development and management and experienced in creatively increasing revenue, managing expenses, and leveraging existing funds for new and necessary initiatives that may arise;
- effectively leads a diverse group of employees with varying backgrounds, tenures, and skillsets;
- can effectively recruit, retain, manage, develop and engage talented staff while also holding employees accountable to deliver excellent customer service to both internal and external customers;
- has developed organizational succession plans in preparation for turnover through retirements and advancements;
- candidly advises and provides guidance to the Town Council in helping achieve their vision and priorities—tells the Council what they need to hear, not just what they want to hear;
- diplomatically engages with diverse stakeholders such as project developers, individual community members, community groups, Council members, and employees;
- develops relationships and partners with other municipal, regional, state, and federal organizations to leverage Town opportunities and mitigate challenges;
- resilient in the face of challenges and seeks innovative solutions to problems;
- is a progressive leader with a proven track record in innovative municipal management;
- is tech savvy and seeks new ways to leverage technology to improve municipal operations;
- communicates excellently, both verbally and in writing, and possesses outstanding interpersonal skills both one on one and in groups; and,
- values accountability and holds high expectations of self and staff while also being an effective and respected leader.

Because Atlantic Beach is a growing area, the next **Town Manager** must be strategic and innovative regarding new development and redevelopment.



Salary:

The salary range for the Town Manager is \$130,000 - \$160,000 depending on experience and qualifications. Relocation assistance may be provided, if needed. Residency within Carteret County is required within a negotiated timeframe.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the

Town Manager - Town of Atlantic Beach, NC title.

To learn more about the selection process, visit <https://developmentalassociates.com/client-openings/>, and select “*Client Openings*” and scroll down to “*Important Information for Applicants*.”

All applications must be submitted online via the Developmental Associates application portal – NOT the Town Employment Application portal, nor any other external website. It is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants must apply by November 9, 2022. Successful semi-finalists will be invited to participate in virtual interviews and skill evaluation on December 8 -9, 2022. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.

All *inquiries* should be emailed to [hiring@developmentalassociates.com](mailto: hiring@developmentalassociates.com).

The Town of Atlantic Beach is an Equal Opportunity Employer.



The recruitment and selection process is being managed by Developmental Associates, LLC

Benefits:

The Town provides a [comprehensive benefit package](#):

Vacation Leave

Sick Leave (Unlimited Accumulations)

Holidays - 12 Annually

Longevity Pay

Credit Union

Direct Deposit for Payroll

Medical Insurance

Dental Coverage

Supplemental Life Insurance

Dependent Life Insurance

North Carolina Local Governmental Employees' Retirement System Pension Plan

Town of Atlantic Beach State 401 (k) Plan – 5% Contribution

Town of Atlantic Beach Health Savings Account Plan

