

**Village Administrator** – The Village of Marvin (pop. 6,200) is seeking a strong leader with municipal government experience for the full-time position of Village Administrator. The Village Administrator carries out the policies of the elected governing body (Mayor and 4-member Council). The successful candidate will be responsible for professional level tasks including, but not limited to: general supervision of departments, budget preparation and modification, providing the Village Council with information on the status of projects and municipal functions, as well as coordination of the Village's transportation, engineering and construction projects. The candidate must demonstrate strong leadership skills and familiarity in municipal administration, finance, large project management and possess the ability to work effectively with the governing council, staff, and citizens. The Village of Marvin has a \$1.2 million General Fund budget and several on-going Capital Projects. The ability to leverage a solid, but small staff is a must.

This position requires a Bachelor's Degree in Public Administration, Business Administration, Public Policy or other appropriate field from an accredited college or university and a minimum of three years leadership experience or equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Salary range begins at \$60,000 DOQ. Benefits package is provided.

Submit cover letter and résumé to: Village of Marvin, Attn: Administrator Applicant, 10004 New Town Road, Marvin NC 28173. [finance@marvinnc.org](mailto:finance@marvinnc.org) **Open until filled.** EOE.