

Village Administrator/Senior Planner -- The Village of Marvin is seeking a strong leader with municipal government experience for the full-time position of Village Administrator/Senior Planner. The Village Administrator/Senior Planner carries out the policies of the elected governing body (Mayor and 4-member Council) and oversees Village's planning projects and activities. 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.

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 and construction projects. Further, this position will oversee current and long-range planning, and development review in coordination with existing planning staff. The candidate must demonstrate familiarity in municipal planning and zoning administration, finance, large project management and possess the ability to work effectively with the governing council, staff, and citizens.

This position requires a Bachelor's Degree in Public Administration, Urban Planning, Business Administration, Public Policy or other appropriate field from an accredited college or university and a minimum of three years managerial experience or equivalent combination of training and experience that provides the required knowledge, skills, and abilities. Salary starting at \$70,000 (commensurate with experience and demonstrated skills). Benefits package is provided.

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