

Job Description  
Town Manager  
Town of Mount Olive

**General Statement of Duties and Responsibilities**

The Town of Mount Olive seeks a Town Manager who values hometown traditions and who can create and sustain professionalism and excellence in local government.

The Manager for the Town of Mount Olive is appointed by the Town Board of Commissioners, based on professional training and qualifications, to carry out the Commissioner's policies and decisions and to ensure that the entire community is being efficiently and effectively served.

Mount Olive is the second largest municipality in Wayne County, North Carolina with a population of just under 5,000 people. The Town of Mount Olive has a professional staff of just over 60 full-time employees. The general fund budget for fiscal year 2019/2020 is over 7 million.

**Job Requirements and Education:**

Bachelor's degree in public administration, business administration or a field closely related to government or management. A Master's degree in a related field is strongly preferred.

Minimum of 5-7 years of progressively increasing executive responsibility for the management, organization, strategic formulation, and service-delivery for a full-service public organization the size and complexity of Mount Olive or larger.

Please apply by Thursday, October 1, 2020. Should you have questions or need additional information, please call 919-658-9539 ext. 1. Please send Cover Letter and Resume to Town of Mount Olive, Attn: Mayor Kenny Talton, P.O. Box 939, Mount Olive, NC 28365 or via email: [kjtalton@earthlink.net](mailto:kjtalton@earthlink.net).

**The Town of Mount Olive is an Equal Opportunity Employer. Applications will be considered for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran status, or any other legally protected status.**