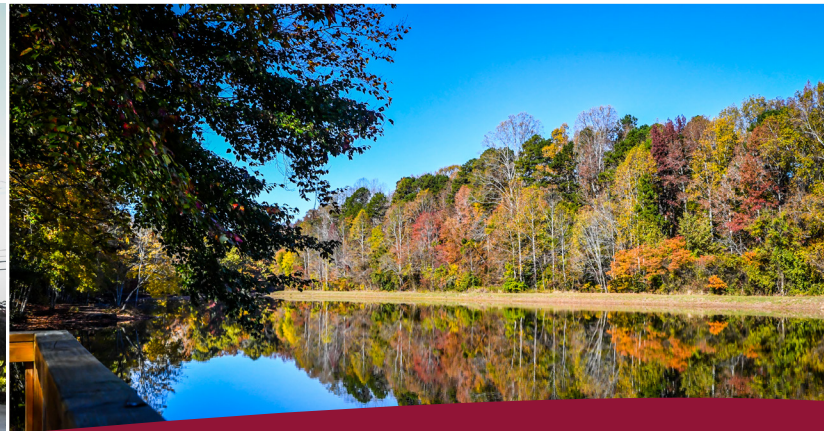




S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



# TOWN OF LANDIS, NC

INVITES YOUR INTEREST IN THE POSITION OF

# TOWN MANAGER

# THE COMMUNITY

Nestled in the heart of the Piedmont of North Carolina, only 35 minutes northeast of Charlotte in Rowan County, the Town of Landis has a population of 3,712 as of the 2021 Census. The Town is a small, quaint community with many growth opportunities and qualities that make it a great place to call home.

Around the turn of the 20th century, Landis was a textile center that drew workers to Rowan County from around the state. Today, Landis continues to celebrate its history, including preserving many historical buildings, while looking forward to a promising future. The Town has owned and operated its electrical system since the early 1900s and supplies power to residents, businesses, and surrounding areas within the County.

Landis is located less than five miles from Downtown Kannapolis and the North Carolina Research Campus, a 350-acre research center. The campus is a scientific community that collaboratively works to empower human health through nutrition and clinical research. Eight universities, the David H. Murdock Research Institute, companies, and entrepreneurs focus research and development on safer, more nutritious crops, healthier foods, precision nutrition, and clinical research. Over the past few years, due mainly in part to the establishment of the NC Research Campus, the Town of Landis has seen a growth in housing. Landis offers a variety of residential communities and housing opportunities which range from starter homes to those looking for a nice, quiet place to retire. In addition to new, established subdivisions, Landis also offers a variety of homes in older neighborhoods that have been here since the Town was founded.

Landis prides itself on its quality of life, including open spaces, beautiful lakes, local parks, special events, festivities, and outdoor adventures like fishing, kayaking, boating, camping, hiking, and many other amenities nearby. In 2021, Landis formed a Committee to start building the Linn Memorial Passive Park, which will feature the original Landis Depot, the first Jail in Landis, the first Doctors/Post Office, and the first Fire Truck. These exhibits will be on display for the general public to explore and learn about the history of Landis. The park will also feature an amphitheater, concessions, a gazebo, a fountain, and a space for kids to explore and learn.

Residents enjoy events year-round, including cool fall Friday nights watching the South Rowan Raiders play high school football or traditions like the Southern Rowan



Christmas Parade and Christmas tree lighting. With warmer temperatures, residents enjoy the great outdoors with disc golf, the all-time favorite Easter Egg Hunt at Lake Corriher Wilderness Park, and family and friends at the community pool or at the local community farmers market.

While Landis remains committed to preserving its hometown feel, it understands the importance of promoting growth opportunities through economic development that will further enhance the quality of life.

# THE ORGANIZATION

The Town of Landis operates as a Council/Manager form of government. The Board of Aldermen is the legislative body comprised of the Mayor and four Aldermen. Elections are held every two years with staggered terms.

The Town is a full-service agency and has 50 full-time and 29 part-time/seasonal employees and an approved FY2023 total budget of \$6 million, including a General Fund of \$4.9 million.

The Town Manager is appointed by and serves at the pleasure of the Board and oversees the administration of the Town's day-to-day operations. The Mayor, Board of Aldermen, and citizens highly value integrity, transparency, responsibility, accessibility, and leadership.

Departments include Electric, Water, Sewer, Storm Water, Street Sanitation, Police, Fire, Parks and Recreation, Administration, and Utility Billing.

# THE POSITION

The Town Manager is appointed by and serves at the pleasure of the Board of Aldermen. The Town Manager serves as the Chief Executive Officer and is responsible for short- and long-range planning, creating and articulating a vision of excellence for the Town, building and inspiring a highly functioning employee team, budgetary direction and guidance, long-range, and capital improvement planning, and working closely with the Board on major initiatives and priorities.

Responsibilities of the Town Manager include:

- Manages and supervises the department heads and departments; works with them to establish long- and short-range goals and assure effectiveness and efficiency of services provided; communicates the organizational mission, vision, and goals as established by elected officials and Manager and helps department heads enhance these goals and implements programs consistent with them.

- Works with the Mayor and the Board to develop consensus on a clear vision of the future of the community and the organization; coordinates and works with the Mayor and the Board on planning and policy development to put this vision into effect for Town services; develops agendas for Board meetings; and assures resources and supporting documentation for informed actions are present; keeps Mayor and Board informed on all issues that affect them and have a significant effect on the Town.
- Serves as the budget developer for the Town; balances the budget, seeks innovative and creative methods of financing, and makes professional and reasonable recommendations for expenditures of Town's funds; supervises the management of Town resources including budget, facilities, equipment, etc.; oversees grant development and administration, purchasing, contracting, bidding, etc.
- Maintains accountability for the hiring, training, performance management, retention, and separation of all Town employees; supervises the establishment of a modern human resource management program for the Town; ensures staffing of departments with qualified and highly productive employees; directs and monitors systems of employee communication, motivation, reward, compensation, training, and employee development; performance coaching and reviews to ensure high levels of retention and motivation.
- Provides and manages the provision of professional and technical advice to the Board on policy, planning, and legal matters; researches and makes recommendations to Board on new programs, services, and initiatives; coordinates economic and business development policies and strategies.
- Coordinates and works with department heads in assuring policies, laws, and ordinances are workable, enforced, and fairly and consistently implemented.
- Meets with and speaks with community groups, citizens, and other public agencies about specific programs, services, policies, and other issues as needed; responds in a timely fashion to citizen concerns and requests; establishes and maintains effective communications with media to keep citizens informed about the Town's programs and progress.
- Cooperates with other governmental units to provide professional and effective services to the citizens (State, County, transportation, neighboring cities and towns, etc.); crafts and reviews interlocal agreements for various services.
- Researches and recommends policies and regulations.
- Demonstrates leadership and sound decision-making skills in emergency and controversial situations; leads in finding collaborative resolutions to conflicts.
- Submits periodic progress reports, the annual status of goals achieved, financial statements, and other reports to the Town Board.



- Maintains cutting-edge knowledge of management and municipal trends, laws, and issues; maintains modern management knowledge and skills.
- Represents the Town positively with a wide variety of people, businesses, governments, and organizations.
- May serve in an interim capacity as Fire Chief, Planning or Zoning Officer, Town Clerk, or in other roles as necessitated by Town staffing, budget, and structure.
- Performs other related duties as required.

## IDEAL CANDIDATE

The ideal candidate will have knowledge and experience in the following areas:

- North Carolina General Statutes and local ordinances governing the responsibilities of the Town Manager, Town Board, and other public officials.
  - Methods and techniques for developing local policies and ordinances regarding governmental operations.
  - Principles and practices of public budgeting and finance administration, including municipal accounting.
  - Modern principles and practices of leadership, employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.
  - Laws, regulations, policies, and current practices in a variety of phases of municipal administration, including budget, personnel, purchasing, public works, utilities, planning, and other areas.
  - Application of information technology to improve the efficiency, effectiveness, and customer service functions.
- Additionally, the selected candidate will have the demonstrated ability to:
- Develop and maintain trust and effective working relationships with other governmental jurisdictions, the

Town Board, elected and appointed officials, community groups, employees, and the general public.

- Conceive and articulate a vision of organizational excellence that inspires and supports staff and the community to high levels of achievement.
- Build consensus among staff and elected officials and make decisions consistent with organizational goals and values.
- Plan, project, and determine priorities for service delivery to citizens.
- Exercise sound judgment in making decisions in conformance with laws, regulations, and policies.

A successful candidate must demonstrate clear communication skills and the ability to lead in a public setting, develop positive relationships, and possess the administrative and budgeting experience necessary to be effective. Experience with capital improvements, utilities, budgeting, strategic planning, economic development, and performance management is needed.

The Town Manager must be a strong, hands-on leader who is professional, personable, humble, and honest. Must also embrace transparency and accountability and be consistent, trustworthy, and fair. Requirements include a bachelor's degree in Public Administration, Business Management, Civil Engineering, or a related field, and considerable supervisory experience at the management level with a public sector organization. A graduate degree in Public Administration or a related field is preferred. Candidates with an equivalent combination of education and experience will be given consideration. An ICMA certification is a plus. The Town Manager should reside within a reasonable distance as negotiated with the Town Board.



## COMPENSATION

The starting salary is open, dependent upon qualifications. The Town offers a competitive benefits package which includes a 5% contribution (non-matching) to a 401k for full-time employees and a medical insurance option for the employee coverage at no cost. The Town participates in the North Carolina Local Government Retirement System.

## TO APPLY

If interested in this opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The position is open until filled; the first review of resumes will begin on March 13, 2023. Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the Town. Candidates will be advised of the status of the recruitment following the selection of the Town Manager.

**Questions regarding this recruitment may be directed to:**

**Mr. Elliott Pervinich, Vice President**  
**S. Renée Narloch & Associates**  
**[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000**  
**[www.SRNSEARCH.com](http://www.SRNSEARCH.com)**

The Town of Landis is an Equal Opportunity Employer.



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