**Town Manager** - Grifton, Pop. 2,439. Approx. 15 miles south of Greenville, N.C., East Carolina University, located on the beautiful Contentnea Creek and the home of the Shad Festival. Currently seeking an experienced professional manager whose duties would include but not be limited to the exercise of leadership and supervision of (15) full time Town employees, communication, and implementation of all policies of the Board of Commissioners as to the operations of the Town and development/supervision of a $2.8 million budget.

Qualifications-The ideal candidate should possess experience in finance, personnel, public relations, water & wastewater utilities and have excellent written and oral communication skills. A minimum of a bachelor’s degree in public administration or related field (masters degree preferred) and a minimum of 4 to 5 years of local government experience or equivalent experience.

Special Requirements – Applicants will be required to a Pre-Employment Drug Screening, Criminal History and Driving Record check after interview process. The selected candidate must reside in Town limits within (12) twelve months of appointment.

Salary will be competitive and based on experience. Cover letter, resume, salary history, as well as salary expectations should be mailed to: Town Manager Search, Town of Grifton, P.O. Box 579, Grifton, N.C. 28530 or emailed to [townmanager@grifton.com](mailto:townmanager@grifton.com). Closing date of January 31, 2023.