



TOWN MANAGER

TOWN OF APPOMATTOX, VA

A True American Town





The Town of Appomattox is seeking an experienced professional to serve as Town Manager, the chief administrative officer responsible for directing programs and operations of the Town government.

This recruitment profile provides background information on the community, its government operations, and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for successful performance as Town Manager.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to the Berkley Group via email kimball.payne@bgllc.net. While the position is open until filled, the **formal review of applicants will begin September 6th, 2024**. Inquiries relating to the Town Manager position may be directed to:

Kimball Payne

Executive Manager

Berkley Group

Email: kimball.payne@bgllc.net

Mobile: (434) 444-3662

COMMUNITY BACKGROUND

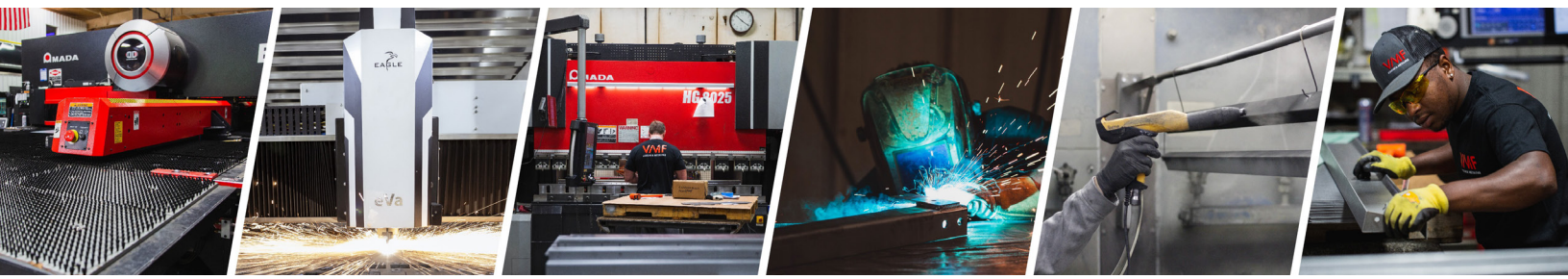
A quaint small town in Central Virginia, Appomattox is both proud of its history as the place where our nation reunited and is looking to a future of opportunity and growth, engaging current residents and welcoming newcomers. It is a community of hard-working and kind people who believe in the “power of one” to help and support each other.

The Town of Appomattox lies in the rolling hills of Virginia’s Piedmont Region, near the state’s geographic center between the Blue Ridge Mountains to the west and the Tidewater region to the east. Named after the Appomattox River, the Town is part of the Lynchburg Metropolitan Statistical Area and is located on U.S. Route 460 approximately twenty miles east of Lynchburg. Both U.S. Route 460 and U.S. Route 29, at Lynchburg, provide easy access in all directions of the compass. The Town is four hours from Washington, D.C., three hours from Virginia Beach, and one and a half hours from the State Capital in Richmond. Lynchburg Regional Airport provides multiple daily flights to Charlotte and Lynchburg’s Amtrak station has two daily trains, the Northeast Regional and the Crescent route from New Orleans to Boston.

Before and during the Civil War, what is now the Town of Appomattox was named “Nebraska, VA,” and was the site of a railroad depot on the line between Petersburg and Lynchburg. Three miles northeast was Appomattox Court House at Clover Hill. There, Confederate General Robert E. Lee’s surrender to Union General Ulysses S. Grant on April 9, 1865, helped to end the Civil War. The inconvenience of the railroad’s location to the original Appomattox Court House led to the decline of the courthouse community. In 1892, a fire destroyed the courthouse building and the county relocated it to the depot area, which officially became the County seat in 1894. One year later, in 1895, the Town was renamed to “West Appomattox.” In 1925 the community petitioned to become The Town of Appomattox and a charter was granted by the Virginia General Assembly.

Today, Appomattox is a charming modern-day small town with downtown eateries and shops that offer antiques, crafts, and books by local authors. Visitors come for the history but soon realize that there are other reasons to stay or return.





ECONOMY & ATTRACTIONS

The economy of the Town of Appomattox is based primarily on small business and tourism. Many residents work at establishments in the Lynchburg metro area. A major employer in the Town, Thomasville Furniture, which employed over 1,200 workers in the manufacture of hotel furniture, closed in 2011. Although vacant for a time, the 830,000 square foot facility now hosts Virginia MetalFab with 130 employees in 250,000 square feet. The remainder of the building is a significant economic development opportunity. The Town's Economic Development Authority works to realize this building and other sites' potential for jobs that will keep skilled workers in the community.

The Appomattox Court House National Historical Park, just north of the Town, preserves and interprets the site of General Robert E. Lee's surrender of the Army of Northern Virginia to General Ulysses S. Grant in the McClean House. The National Park Service offers tours and special events to commemorate this important event in our nation's history.

Near the National Historical Park are additional historic attractions. Clover Hill Village is a six-acre property owned and operated by the Appomattox County Historical Society and offers a glimpse into the daily life of County residents from 1840 to 1920. Its buildings include a log cabin, chapel, one room schoolhouse, working blacksmith shop, general store, and post office. Just east of the Historical Park is the birthplace and gravesite of Joel Sweeney, credited as the inventor of the five-string banjo. At the edge of Town, on the way to the National Historical Park, is the American Civil War Museum. The museum's permanent exhibit includes more than 400 artifacts, photographs, and documents, including the uniform coat and sword that General Lee wore to the surrender.

For those who appreciate outdoor recreation, the area offers several state parks, including Holliday Lake and High Bridge Trail, a 30-mile multi-use trail for walking, cycling, and horseback riding. James River State Park offers canoeing, kayaking, fishing, and camping. Throughout the year there are also craft fairs, art shows, theater experiences, and concerts in the Town and surrounding area.



EDUCATION & HEALTH CARE

The Town of Appomattox is served by the Appomattox County School system. All four Appomattox County Schools — primary, elementary, middle, and high — are located in or immediately adjacent to the Town. All schools are fully accredited and have a total student population of 2,361. Central Virginia Community College, with a main campus in Lynchburg, operates a center in Appomattox. The center offers a broad spectrum of day and evening programs, classes, and specialized training in workforce development for business and industry through a variety of delivery systems. The Town also has easy access to numerous public and private colleges and universities within a two hour drive, including University of Virginia, Virginia Commonwealth University, Longwood University, Liberty University, the University of Lynchburg, Hampden-Sydney College, Randolph College, Sweet Briar College, and Virginia University of Lynchburg.

Centra Health (Centra), a regional nonprofit healthcare system based in Lynchburg, serves over 500,000 people in central and southern Virginia, including the residents of Appomattox. Centra operates hospitals in Lynchburg, Bedford, and Farmville that provide a broad array of medical services. Public health services are provided through the Appomattox County Health Department, a part of the Central Virginia Health District.

DEMOGRAPHICS

The Town of Appomattox has a population of 1,992 (2023 estimate). The Town's racial makeup is 64.1% White, 27.8% Black, and 2.7% Hispanic or Latino. The median household income is \$43,750 and the poverty rate is 21.3%. The surrounding Appomattox County, for which the Town is the County seat, has a population of 16,864 (2023).



TOWN GOVERNMENT & SERVICES

The Town provides a range of services to its citizens, including water and wastewater, solid waste collection, parks, sidewalks, streetlights, and financial and administrative services. Other services, such as social services, law enforcement, and courts, are provided by Appomattox County.

The Town is governed by a seven-member Town Council, with six Council members elected at large for staggered, four-year terms, and a Mayor who is elected to a two-year term. The Town Council is the legislative, policy-making body for the Town government. Council identifies Town goals and sets priorities, enacts ordinances, adopts the annual budget, appropriates funds, sets tax rates, appoints certain public officials, establishes policies, and adopts plans for growth and development. The Mayor presides over Town Council meetings, and has no vote, except in the case of a tie, and has veto power subject to override.

The Town has approximately 30 full-time employees who report to the Town Manager. The Town maintains a public water distribution system with water provided by the Campbell County Utility and Service Authority. The Town also operates a 300,000 gallon per day wastewater treatment plant which serves Town residents and a portion of the County. The Public Works Department provides curbside garbage, brush, and leaf collection, snow removal, and the maintenance of public facilities such as Abbitt Park and the Appomattox Community Park (children's park). The Appomattox County Sheriff's Office provides laws enforcement, which the Town supports financially. Fire and emergency medical services are provided by the Appomattox County Volunteer Fire Department and the Appomattox County Volunteer Rescue Squad, respectively, both of which have stations in the Town. The J. Robert Jamerson Memorial Library is located in the Town.

Appomattox has a Fiscal Year 2025 budget of approximately \$7.6 million, including a General Fund budget of \$2.9 million, a Water Fund of \$3.1 million, and a Sewer Fund of \$1.6 million. As of June 30, 2023, the Town had an unassigned Fund Balance of \$5.8 million and bonded debt of \$3.9 million.



THE POSITION

Appomattox Town Council appoints the Town Manager to act as the Chief Operating Officer of the Town, as defined by the Charter. The Town Manager has the responsibility for the proper administration of Town affairs, serves at the pleasure of the Council, and carries out its policies. Consistent with Council/Manager principles, they are responsible for the day-to-day operations of the Town government and manage and supervise all departments, agencies, and offices of the Town, except the Town Attorney and Town Treasurer, who report directly to Town Council. The Town Manager is responsible for developing, and upon adoption by the Council, implementing the annual operating and capital budgets. The Town Manager recommends policies and priorities for the Council's consideration and leads the Town workforce in delivering services and responding to citizen issues or concerns. The Town Manager also serves as Clerk to the Council and as a liaison between the Town Council, regional, state, local agencies and authorities, and community organizations.

ISSUES, CHALLENGES, & OPPORTUNITIES

The Appomattox Town Council has stated a number of priorities to be implemented over the next three to five years including addressing aging infrastructure (water, sewer, roads, and sidewalks), promoting economic development, facilitating housing opportunities, seeking federal and state grants for Town projects, and exploring a boundary adjustment.

Town Council has identified the following issues, challenges, and opportunities that the Town Manager will be expected to address within the next one to two years:

- Stabilize staff structure after significant turnover, including hiring a new Public Works Facilities Manager; provide ongoing staff training and development.
- Strengthen the foundational structure of the Town government by working with Town Council to adopt and implement appropriate policies, procedures, and best practices for efficient, effective, and equitable performance.
- Build a stronger and mutually beneficial relationship with Appomattox County; negotiating service agreements while protecting the Town's interests.
- Renew the arrangement with the Campbell County Utility and Service Authority for the purchase of drinking water.
- Complete important projects such as the Church Street water line, Lee Grant Road improvements, and an infiltration and inflow study.
- Develop an asset management plan for Town facilities and incorporating maintenance and improvement projects into a realistic capital improvements plan.
- Update the Town's Comprehensive Land Use Plan and subsequently revising the Zoning and Subdivision ordinances as implementation tools.

QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- A combination of education and experience equivalent to a bachelor's degree in public administration, business management, political science, or a related field; a master's degree is preferred.
- Three years of managerial and administrative experience in local government; experience in a senior management (assistant city/town manager or department head) position is highly preferred. Management experience in a comparably sized business or non-profit organization will be considered.
- Knowledge of the principles and practices of public administration, local government finance, public works, and economic development. An understanding of the statutory authority and requirements of municipalities. Local government experience in Virginia is desirable.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). The goal of becoming designated as an ICMA Credentialed Manager is a plus.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PERSONALITY TRAITS AND DESIRED CHARACTERISTICS

- A sound, consistent decision maker, open to input from stakeholders, exhibiting good judgment, and decisive when appropriate.
- Excellent communications and interpersonal skills, including the ability to listen effectively, understand differing views, and collaborate.
- Strong, proactive, positive leadership skills within the Town organization, the community, and the region.
- Not easily intimidated; able to diffuse tense situations and seek common ground when different perspectives create friction.
- Available, approachable, and empathetic with a customer service mindset.
- A role model, coach, and mentor for Town employees; dedicated to the professional development of staff; able to foster teamwork.
- Good financial management skills and grant expertise.

PERFORMANCE EXPECTATIONS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Town Council, community members, and all Town employees.
- Professionally competent, demonstrating confidence tempered by humility.
- A good steward of public funds; fiscally conservative, with a focus on improving the efficiency and accountability of Town operations.
- Short-term, immediate actions will be to engage with staff, the Town Council, community leaders, and residents; review the Town budget, structure, policies, and procedures, and get up to speed on active projects.
- Be responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- Demonstrate a commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encourage citizen engagement and inclusion.
- Facilitate effective communications with all stakeholders; present information in a form understandable to various audiences; maintain strong, consistent, and equal communications with the Town Council, keeping Council informed of important issues.
- Focus on promoting communication, cooperation, and collaboration with community stakeholders, local businesses, Appomattox County, and other regional local governments.
- Practice fair and equitable investment in and support of Town employees, enhancing competency and accountability through individual development and improved business processes.
- Become an active and visible presence in the Town, building relationships with citizens, business leaders, and by participating in Town events.

COMPENSATION & BENEFITS

Compensation for the Town Manager will be competitive based on qualifications and experience. The successful candidate will be offered a generous benefit package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development costs, and other benefits as identified in a negotiated employment agreement.

APPLICATION PROCESS

A formal review of applications will begin September 6th, 2024. Those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial interviews. Applications received after that date may be considered until the position is filled; however, timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references to the Berkley Group, via e-mail at kimball.payne@bgllc.net. Questions may be directed to:

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Berkley Group

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For additional information, please visit <https://www.townofappomattox.com/>

The Town of Appomattox is an Equal Opportunity Employer