



TOWN OF
Spencer
NORTH CAROLINA

We're on the right track



The Town of Spencer North Carolina
is seeking an
Assistant Town Manager



WELCOME TO SPENCER, NC

The Town of Spencer located in Rowan County is seeking an Assistant Town Manager with the potential to transition into the position of Town Manager.



LOCATION

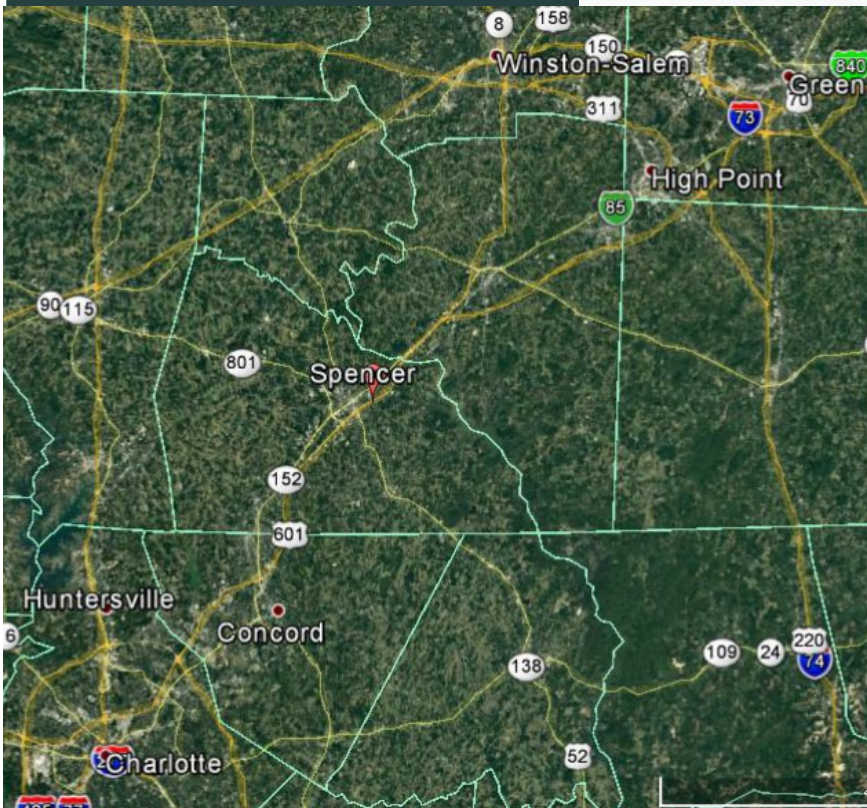
Northeastern Rowan County

3 miles to Salisbury
36 miles to Winston-Salem
46 miles to Charlotte
48 miles to Greensboro

Spencer is centrally located in NC, nestled between Salisbury and the Yadkin River, and ideally situated halfway between Charlotte, Greensboro, and Winston-Salem just off of Interstate 85. It is a small, compact town of just 2.7 square miles, but is a full service community with a steady population of 3,241. Here you will find the charm of a engaged, diverse community full of friendly faces

and helping hands, complimented by amenities close by that a larger city has to offer.

Spencer has a dedicated small staff who are committed to providing excellent municipal services. The Town's leadership is progressive, and its citizens are highly engaged in helping move Spencer forward.



LIVING HISTORY EVERY DAY

The Town was founded in 1905. The town is named after Samuel Spencer, the first president of the Southern Railway, who is credited with establishment of the railroad's mechanical shops in the new town beginning in the 1890s. The shops were sited to be located approximately at the midpoint of the railroad's line between Atlanta, GA and Washington, DC. At its peak, the "Spencer Shops" as it was known, was the largest steam locomotive repair facility in existence and employed nearly 3000 workers.

The facility was phased out between 1950 and 1970, and is now the home to the NC Transportation Museum. Tourists now flock to the museum which sees about 160,000 visitors annually.



A SMALL VILLAGE THAT PLAYS BIG

- Pleasant, walkable community with ample, affordable housing
- 52 acre nature preserve and park located just a half mile away from Town Hall
- An elementary, middle, and high school located in town with innovative leadership and a technology focus.
- Well-established recreation programs and facilities like the 8th Street park and a large Little League program.
- Enthusiastic community support and pride for high school sports and local school and civic activities.



KEY TOWN SERVICES

- Police & Fire Protection
- Planning
- Library
- Parks & Recreation
- Public Works
- Street Maintenance



POISED FOR THE FUTURE

NEW INITIATIVES & FUTURE GROWTH PLANS

- Park Plaza: a downtown redevelopment project that will feature a new Town Hall and Police Station, shopping, and a public park.
- Wilcox Bridge Park in partnership with Davidson County
- Community wide strategic planning initiative
- New jobs and expanding tax base through new Chewy Distribution Center and Innospec Performance Chemicals.



New Chewy Distribution Center—when fully operational will employ 1700

TOWN of SPENCER MUNICIPAL COMPLEX



Rendering of new municipal offices, slated to begin this year.



Rendering of proposed redevelopment of Park Plaza

SPENCER TOWN MANAGEMENT



ASSISTANT TOWN MANAGER POSITION

The Town of Spencer seeks a professional public administrator to be vested in the community and build relationships. The Board of Alderman seeks transparency of government operations and a collaborative working relationship with the Board. The Board acts as a body and seeks a public administrator who appreciates the Council-Manager form of government and will provide honest and direct communication.

The immediate agenda of the Board includes responding appropriately to the COVID-19 crisis but also looking ahead to growth and the many projects which are currently planned, such as the redevelopment of Park Plaza Center and the development of a multi-use site on the Yadkin River. Excellence in customer service is the Board's top priority. The work of town management is to maintain and improve services to citizens. The Town of Spencer enjoys the benefits of a diverse population and the town's management is expected to understand and appreciate those opportunities for service delivery. The Town of Spencer would also benefit from increased business growth and seeks to encourage those initiatives. Efforts are currently underway towards increased beautification, community development, and capitalizing on 160,000 visitors coming into the community each year. The intent of these efforts, along with capital improvement projects, is to revitalize the town and to rebuild and expand the tax base.



Spencer Fire Station

THE IDEAL CANDIDATE

- Experienced North Carolina public administrator
- Bachelor's degree in business or public administration, or a related field
- 6 years of progressive experience, including three years of supervisory experience, preferably in NC municipal administration
- Skills in leadership, administration, community building, and public relations
- Emphasis on the Manager being a member of the International City Management Association (ICMA) and the North Carolina City and County Management Association (NCCMA).



Library and town park

The Board's expectation is that the Assistant Town Manager will work with the current Interim Town Manager over a period of months to learn the Town's operations and get to know the community. As performance proves the hiring decision then the Assistant Town Manager will be eligible for promotion to Town Manager.

The basic desired qualifications include a bachelor's degree in business or public administration, or a related field. A candidate may distinguish themselves with a master degree in similar fields. The Town seeks an experienced public administrator with 6 years of progressive experience, including three years of supervisory experience, preferably in NC municipal administration. This experience should include finance, capital project management, economic development, strategic planning, and the managing of staff in providing local government services to a diverse population. The Town seeks a candidate with demonstrated skills in leadership, administration, community building, along with outreach and public relations.

The Town places an emphasis on the Manager being a member of the International City Management Association (ICMA) and the North Carolina City and County Management Association (NCCMA). The Council supports and encourages the Manager to be or become an ICMA credentialed manager within a reasonable period of being employed.



HOW TO APPLY, COMPENSATION, AND PROCESS

Please submit a letter of interest, resume, and a completed application at <https://www.ptrc.org/spencer>

The process for selection will be determined based on the number, background, and qualifications of applicants. The Board anticipates a facilitated panel interview process.

The Town Board anticipates offering a salary depending on the candidate's experience, qualifications, and salary history. Salary would progress with performance. Salary is supplemented by an excellent benefit package including participation in the Local Government Employees' Retirement System.

The position is opened until filled with review of candidates to begin 6/30/2020.

The Town of Spencer is an equal opportunity employer.

More information about the Town of Spencer is available at <https://www.ci.spencer.nc.us/>.



Town of Spencer, NC—Assistant Town Manager



For additional information:

PTRC

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