

# THE TOWN OF AMHERST, VIRGINIA is Recruiting for the Position of Town Manager

**Town Manager** – The Town of Amherst, VA is seeking a Town Manager and invites qualified and interested individuals to apply. The full position profile (with application procedure), job description, and application form are available at [www.amherstva.gov](http://www.amherstva.gov). Applications will be accepted until filled. The Town of Amherst is an Equal Opportunity Employer

## Town of Amherst, Virginia Community Profile

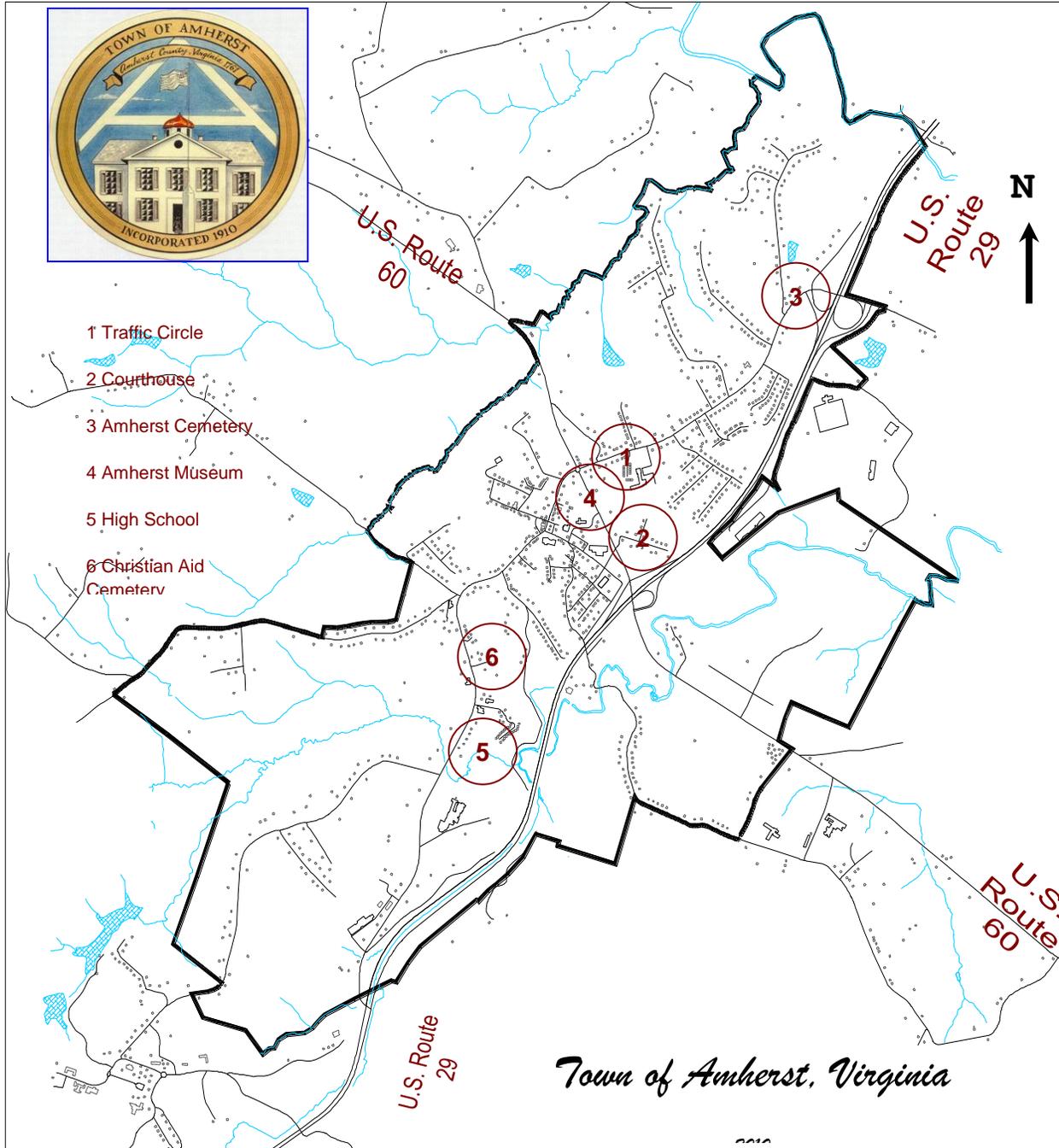
The Town of Amherst is located along U.S. Route 29 between Lynchburg and Charlottesville, Virginia and is the county seat of Amherst County. The town encompasses approximately 5 square miles and population within the Town's corporate limits is about 2,231 per the 2010 census.

Centrally located within the Commonwealth of Virginia, the Town is situated at the foot of the Blue Ridge Mountains within 25 miles of the Blue Ridge Parkway and the Appalachian Trail. The Jefferson National Forest and related mountain campgrounds are less than 20 miles from the Town.

Amherst celebrated the 100th anniversary of its incorporation in 2010. The town developed around the courthouse and railroad depot. Four Amherst County schools are located in or near the Town as well as virtually all county offices including the library and museum. A branch of the Central Virginia Community College is also located in town and Sweet Briar College borders the Town's corporate limits.

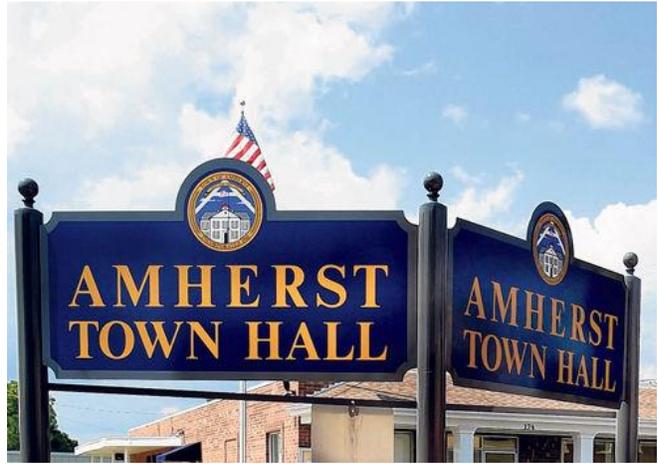


Urban amenities, cultural opportunities and sporting events are readily available in Lynchburg (15 miles and 20 minutes) and Charlottesville (52 miles and 56 minutes). For transportation to other east coast locations, Interstates I-81 and I-64 are within 40 miles and Amtrak service is within 15 miles.



## The Government

The Town of Amherst has a five-member Town Council and an independent mayor, and all are currently elected on a 2-year concurrent cycle in the fall of every even numbered year. However, the Town is petitioning the Virginia General Assembly to approve a charter change implementing staggered terms. The Town Council sets the policies for the operation of the Town's government. The previous Town Manager served for 25 years.



## Position Profile

The Town Manager leads the Town's senior management team and is recognized as a community leader. The Town of Amherst has a good residential and retail/commercial mix which creates high and diverse customer service expectations. The Town is seeking an outstanding leader who has the experience, talent and professional commitment, vision and leadership to guide the short- and long-range provision of services to the residents and business persons of the Town of Amherst.

Primary services provided by the Town include 24-hour police protection, widespread water and sewer service, contracted garbage pick-up service, land use planning through the administration of subdivision and zoning regulations and a focus on downtown development.

Key attributes of the successful candidate include a highly developed professional knowledge and leadership skills, managerial and administrative competence, maturity of judgment, strong personal leadership and relationship skills, high ethical standards, and the ability to communicate effectively and positively with the organization. It is expected that the Town Manager will have a strong commitment to customer service.

Residence in the corporate limits of the Town is required within one year of employment. A job description is attached.

## Compensation

The compensation package for the Town Manager will be market competitive and depend upon experience and qualifications of the individual selected. Reasonable relocation expenses are available, if needed. The anticipated hiring range is \$75,000 to \$90,000 per year. A generous benefit package includes: retirement and life insurance through the Virginia Retirement System (VRS), 100% Town funded medical and dental coverage for the employee with optional dependent coverage paid by the employee, access to a 457 Deferred Compensation Plan, paid holidays, vacation and sick leave and other benefits such as a mobile telephone allowance and use of a pool car for Town business.

## Application & Selection Process

Qualified candidates should submit a completed Town of Amherst job application and personal history statement forms (available at [www.amherstva.gov](http://www.amherstva.gov)). Resumes will be accepted but will not be considered a complete application for the position. A Town application form is available at [www.amherstva.gov](http://www.amherstva.gov). Application packets to include a completed Town of Amherst job application, resume, salary history can also be mailed via postal mail or e-mail to

Pete Huber, Interim Town Manager (*not a candidate for this position*)  
Town of Amherst  
P.O. Box 280  
Amherst, VA 24521  
[town.manager@amherstva.gov](mailto:town.manager@amherstva.gov)

Please feel free to call Pete Huber for any questions at:  
434 946-7885 (work) or  
540 440-0308 cell

This position is open until filled. Following the first review date, applications will be screened according to criteria outlined herein. Additional screening and interviews would follow with the selected applicant to be confirmed through detailed background and reference checks to include a drug screening. While not currently in place, the Town may implement routine random drug tests. The Town of Amherst is an equal opportunity employer.