Notice of Employment Opportunity

The Town of Cheriton is accepting applications for the Town Manager position. The full-time position attends Town Council, Planning Commission, and other Board Meetings; as necessary.

Prepares agenda packets, minutes, letters, memos, and flyers; maintains and updates official records and documents; prepares and submits applications for grants; responds to requests for information from the public, other municipalities, and the Town Council and staff; provides citizen services to include receiving payments and applications from customers, answering phones, filing, and maintaining office supplies; administers trash services to include preparing trash billing, setting up new trash accounts; preparing notices; and performs payroll and other administrative support functions.

Requires High School diploma or GED and experience in administrative support, bookkeeping, and office operations. Experience in a municipal environment a plus, or equivalent combination of education and experience. Experience with Quickbooks preferred.

Salary will be commensurate with experience and education. Range $40,000-$50,000.

The position is open until filled, with the first review of applications on November 1,2023.

Resumes will be received by mail to Town of Cheriton Po Box 188 Cheriton VA 23316. Email to townofcheriton@aol.com.

The Town of Cheriton is an Equal Opportunity Employer.