North Topsail Beach

seeking its next Town Manager
The Town is located in the Stump Sound Township of Onslow County, North Carolina. Incorporated in 1990, the Town derived its name from its location, the north end of Topsail Island. The area was formerly known as West Onslow Beach and North Topsail Shores. Town population is 843 (2000 census).

As of the census of 2000, there were 843 people, 451 households, and 242 families residing in the city. The population density was 131.4 people per square mile (50.7/km²). There were 2,085 housing units at an average density of 324.9/sq mi (125.4/km²). The racial makeup of the city was 92.17% White, 4.74% African American, 0.47% Native American, 0.83% Asian, 0.47% from other races, and 1.30% from two or more races. Hispanic or Latino of any race were 0.83% of the population.

There were 451 households out of which 9.5% had children under the age of 18 living with them, 47.7% were married couples living together, 4.2% had a female householder with no husband present, and 46.3% were non-families. 37.9% of all households were made up of individuals and 9.3% had someone living alone who was 65 years of age or older. The average household size was 1.87 and the average family size was 2.37.

In the city the population was spread out with 9.4% under the age of 18, 9.7% from 18 to 24, 30.7% from 25 to 44, 33.1% from 45 to 64, and 17.1% who were 65 years of age or older. The median age was 45 years. For every 100 females there were 109.2 males. For every 100 females age 18 and over, there were 114.0 males.

The median income for a household in the city was $45,982, and the median income for a family was $53,125. Males had a median income of $36,522 versus $30,000 for females. The per capita income for the city was $33,972. About 5.5% of families and 8.6% of the population were below the poverty line, including 25.0% of those under age 18 and 4.4% of those age 65 or over.
Job Description

North Topsail Beach (population approximately of 850 full-time residents and seasonal up to 30,000) and a total budget of $5 million is currently accepting application for the Town Manager position. The Town is Manager/Council form of government. The Town has forty full time employees and three part time employees. The Town Manager oversees seven departments. Those departments are: Police, Fire, Public Works, Finance, Planning, Building Inspections, and Human Resources.

The successful candidate should have excellent oral and written communication skills, strong community leadership and interpersonal characteristics, solid planning background, and decision-making skills. Responsibilities include those contained in NCGS 160A-148, as well as supervision of employees, budgeting, grant administration, zoning and planning, and overall administration of town functions in accordance with board policies. Minimum qualifications include bachelor’s degree from an accredited education institution, as well as precious experience in municipal management. A Master of Public Administration (MPA) is highly desirable. Be knowledgeable of inlet management and shoreline protection engineering and financial plans and provide leadership and oversight to their development, permitting, contract specification and bidding, and construction.
Job Duties

◊ Always represent the Town in a professional and courteous manner.

◊ Manage the day to day operations of the Town and its 40 plus full-time employees

◊ Manage all problems escalated for resolution.

◊ Take leadership position in identifying, recommending, and implementing actions that result in improvements to town services, appearance, operations, infrastructure, and cost savings.

◊ Take leadership position in obtaining additional financial revenues and matching grants opportunities for the Town.

◊ Provide necessary staff support for all Town initiated Onslow County, State, and Federal Legislative actions.

◊ Build relationships with residents, our neighboring towns, City, County, and State Officials; be an ambassador for promoting North Topsail Beach and its improvement objectives; and advocate for necessary cooperation and support.

◊ Plan and manage four (4) Town Meetings and Onslow Elected Officials Meetings hosted by North Topsail Beach and arrange for guest speakers.

◊ Be familiar with all the other criteria of the Town Manager Evaluation Form and fulfill your duties accordingly.

◊ Review hurricane and other emergency preparedness procedures annually and coordinate preparations and responsibilities with Onslow County Emergency Management, town staff, and town board.

◊ Since North Topsail Beach is a beach town, manage the (traffic, parking, public safety, litter, alcohol consumption, pet, and crowd control) problems associated with a large influx of tourists and day visitors.

◊ Be knowledgeable of inlet management and shoreline protection engineering and financial plans and provide leadership and oversight to their development, permitting, contract specification and bidding, and construction.
Application & Selection Process

Interested candidates should submit a cover letter, resume, and PD 107 form to eccadmin@eccog.org by April 30, 2020.

The Town of North Topsail Beach is an Equal Opportunity Employer and values diversity at all levels of its workforce.

To learn more about the Town of North Topsail Beach, visit: The Town of North Topsail Beach