

**TOWN ADMINISTRATOR  
TOWN OF BOONVILLE, NC**

The Town of Boonville (1,223 population), with a total budget of \$1.685 million is seeking an individual to fill the position of Town Administrator. The individual will work under the direction of the Governing Body in a Mayor-Council form of Government. Individual must have leadership, organizational and strategic-thinking skills along with the ability to maintain effective working relationship with elected officials and citizens. The Administrator reports to and serves at the pleasure of the Town Board and is ultimately supervised by that elected body. Candidate must have a proven record of Administrator experience. The Administrator will also serve as the Economic Development Director. A Master's Degree in public administration, finance, business administration or any other related field is required. Specific prior experience as a municipal administrator in NC is preferred, or any equivalent combination of education, experience, and training that provides the required knowledge, skills and abilities. The Town offers a highly competitive benefits package; NC Retirement, 401(k), medical, dental and vision insurance, holidays, sick leave and paid vacations. Qualified applicants may obtain an application at the Boonville Town Hall, 110 N. Carolina Ave., Boonville, NC 27011 or via the Town's website [www.boonvillenc.com](http://www.boonvillenc.com). Submit cover letter, resume and completed Town Application to: Kim Wells, Town Clerk, Town of Boonville, PO Box 326, Boonville, NC 27011. The position will remain open until filled.