



The City of
Charles Town,
West Virginia
is hiring a

CITY MANAGER



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WELCOME TO THE CITY OF CHARLES TOWN, WEST VIRGINIA

Charm, history, kindness, and authenticity set Charles Town apart. The City has an award-winning downtown supported by an engaging community, which makes Charles Town a great getaway destination and a thriving place to open a business.

History

Charles Town has a long, rich history dating back to its founding in 1786. The Washington family had significant land holdings in the Eastern Panhandle during colonial times. Charles Washington, the youngest brother of President George Washington, donated the four corners of the George Street and Washington Street intersection to the city for public use. The Jefferson County Court House, Charles Town City Hall, Charles Town Post Office, and Charles Washington Hall were later built on this land and to this day they serve as a historic focal point for the community.

Community

Today, the City of Charles Town is home to approximately 7,500 residents and boasts a rich history with prominent historical sites and cultural assets. Located just inside the eastern gateway of West Virginia, it's just an hour drive to the greater Baltimore/Washington, D.C. metropolitan area. Because of this proximity and the availability of commuter train service, Charles Town is an attractive home for commuters in the region where the cost of living is about 30% lower than similar DC suburbs in northern Virginia and Maryland.

Entertainment and recreation

Surrounded by the rolling hills of the Blue Ridge Mountains, Charles Town offers an escape for those seeking relaxation, entertainment, outdoor adventure or an opportunity to immerse themselves in its rich history and culture.

Downtown Charles Town is proud of its historic past and is full of interesting places to see and visit, including the Jefferson County Courthouse, the Old Opera House, and Charles Washington's former residence, a Classical-Revival treasure called Happy Retreat.

The City has an active (PODA) Private Outdoor Designated Area, the HIP SIPS District, where patrons can purchase a to-go drink in a designated cup and enjoy walking around the historically hip downtown.

City-sponsored events:

- Annual Car Show
- Christmas Parade
- WV Fest
- Walks About Nothing

Charles Town Now hosts:

- Blooms and Blossoms Festival
- HIP After Six

Other activities:

- Charles Town Farmer's Market
- Easter Egg Hunts (hosted by local businesses)
- Historical events at Happy Retreat (hosted by Friends of Happy Retreat)

Charles Town also offers residents five public parks to experience the great outdoors, each of which has something different to offer: Charles Town Skate Park, Evitts Run Park, Happy Retreat/Craighill Estates, Jefferson Memorial Park, and Willingham Knolls Park.



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Education

Charles Town is served by Jefferson County Schools, one of the top academic districts in the state of West Virginia. The district includes 17 schools, employs more than 1,100 staff members, and enrolls more than 8,500 students.

Schools within Charles Town are:

- Wright Denny Intermediate
- Page Jackson Elementary
- Charles Town Middle School
- Washington High School

There are also at least 10 colleges serving the area, including 5 private colleges and universities, 1 public college or university, and 1 community college offering 2-year degrees.

Business and Commerce

Charles Town is the county seat and economic engine for Jefferson County and a great place to operate or expand a business. The city's low tax rates, skilled workers, and access to commercial markets makes it an ideal location for business.

The largest employers within Charles Town's city limits are:

- Aldi
- Tractor Supply
- Bank of Charles Town
- Jefferson County
- City of Charles Town

The largest employers in Jefferson County are Hollywood Casino (PNCI Charles Town Gaming), Home Depot, Jefferson Medical Center, and Kohl's.

The City of Charles Town and its partner Charles Town Now, are proud to be a part of the national Main Street America program, which helps to breath new life into the places people call home. Charles Town was named a Main Street Community in August 2018. This program is a grassroots network of small towns, mid-sized communities, and urban commercial districts made up of thousands of organizations, individuals, volunteers, and local leaders all working to create an authentic, vibrant downtown in their community.

Government

The City of Charles Town operates under the Manager/Council form of government. The City Council is comprised of a mayor and eight council members. The eight council members are elected for staggered four-year terms, and the Mayor is elected for a four-year term. The City relies on the City Manager for management of all daily operational functions while the Mayor/Council is charged with establishing policy, budget, ordinance approval, and other duties prescribed by the Code of West Virginia. The City is a full-service, service-oriented organization with 41 full-time employees operating with an annual budget of approximately \$9.2 million. The City's residents enjoy a high level of services along with a healthy, vibrant, safe environment where residents live and grow in a community that values families and neighbors.

The City Manager is the administrative leader for the City of Charles Town and the highest-ranking staff member. As such, the City Manager is ultimately responsible for directing all operations, services and functions assigned to and provided by the various units of City government under the direction of the Mayor and City Council. The only exception is the Charles Town Police Department, for which the Chief of Police is the administrative leader and reports directly to the Mayor.

The City Manager also serves as the City Clerk, City Treasurer (supervises the finance and accounting department), and Chairperson of the Charles Town Utility Board of Directors.

Budget Highlights

- Total Expenditures - \$9,274,625
- Total Revenues - \$9,274,625
- Capital Fund - approximately \$10,000,000

Current Project Highlights

- New Jefferson Memorial Pool construction
- Augustine Trail Phase 1 construction
- Bridges construction at Happy Retreat and Skate Park
- West End Connector project
- Happy Retreat parking lot
- Implementing new Wayfinding plan
- Conducting zoning overhaul and rewrite
- Thriving Communities grant
- Stormwater study
- Liberty Street Stormwater construction
- Depot Park land design
- Master Parks Plan for all city parks
- Salary study
- Redevelopment of 100 Block of E. Washington Street
- Implementing new City Rental/Dwelling Registry program
- Charles Street redesign
- Washington Street Smart Streets redesign
- Enhancing historic downtown



Reporting directly to the City Council, the City Manager provides overall leadership for the City, serves as its chief executive, and is responsible for managing the City's day-to-day operations in accordance with all prevailing laws and established policies/guidelines. Specific responsibilities and duties include:

- Establish and maintain a positive working relationship with the Mayor, City Council, and staff. Ensure City Council meeting agendas are prepared, properly posted, and the minutes recorded. Attend and participate in all City Council meetings.
- Prepare at least a monthly City Manager's report to keep the Mayor and Council informed and updated.
- Ensure that meetings for standing committees of City Council and other established City boards, commissions or committees are conducted. Ensure meeting agendas are prepared, properly posted, and committee reports prepared. Attend or designate a proper staff member to attend and participate in these meetings.
- Assume a leadership role in the hiring, training, and career development of all City employees, less the Charles Town Police Department. Ensure that annual employee performance reviews for all City employees are conducted and that human resource issues be resolved in accordance with the City's personnel policies and prevailing state and federal laws or guidelines.
- Conduct regular staff meetings with department heads to coordinate work, establish priorities, exchange information, etc.
- Ensure the City's compliance with all federal, state, and local laws.
- Ensure all City records, public documents, and data are kept and maintained in accordance with prevailing laws and policies.
- Apply for and administer various grants in accordance with those grant requirements.
- Obtain professional services as necessary for the City's functions such as attorneys, accounting, and engineering firms, etc.
- Present a confident and responsive image of the City in communicating with the public and the media.
- Assume a leadership role in the development and implementation of economic development and revitalization strategies for the City.
- Establish and maintain a positive working relationship with the Jefferson County Government, City of Ranson, other local municipalities, as well as other governmental agencies and elected officials or representatives.
- Serve as City Treasurer who ultimately is responsible for managing the finances of the City in accordance with established policies and all prevailing federal, state, and local laws or guidelines. Oversees Finance Director who is responsible for preparing, monitoring, and managing the City's annual budget, coal severance, and capital improvement fund.
- Currently serves as Chairperson of the City's Utility Board of Directors and is responsible for representing the Mayor and Council on the Board as well as keeping all parties informed of Utility Board activities and policies.
- When a City Planner and Zoning Administrator is not otherwise assigned, the City Manager serves in those interim capacities. Regardless, the City Manager is ultimately responsible for ensuring proper administration of the City's zoning ordinances and other related municipal codes.



- Someone with confidence born from expertise.
- Calm and approachable demeanor and active listener.
- Outstanding leadership skills and works as part of a team.
- Leads by example and possesses a can-do attitude.
- Trustworthy and dependable.
- Always demonstrates honesty, integrity, fairness, and diplomacy.
- Friendly, calm, collected, with the ability to make clear and concise decisions.
- Desire to immerse oneself in and be a part of the community.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style that builds staff up, is respectful of all, provides mentoring, sets priorities, provides resources, has high expectations, and ensures accountability.
- Encourages teamwork and is comfortable getting out amongst the departments.
- Understands that both the organization and community are family-oriented.
- Professional, while also friendly and outgoing with a sense of humor.
- Outstanding communication skills, both verbal and written.
- Able to make clear and concise presentations to City Council and the public.
- Able to lead and guide Council without taking sides or playing politics.
- Strong financial and budgeting background, economic and community development, and well versed in municipal planning.
- Experience and understanding of city-owned public utilities and is an advocate for utilization of modern technology.
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy, or related field required (Master's degree preferred).
- Minimum five years of progressively responsible management and supervisory experience as a city or county manager in the public sector for a similar size city or county, or as an Assistant or Deputy in a larger community, or equivalent experience in the private sector for an organization of similar size and complexity.
- Credentialing as a Certified Manager by the International City/County Management Association is preferred.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$120,000 to \$150,000. Benefits include dental insurance, health insurance, life insurance, retirement plan, and vision insurance.

To apply, please email your cover letter and resume in .pdf format by Friday, June 20, 2025, 5 pm EST, to bbauer@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Bret Bauer at 316-207-0688 or bbauer@governmentpros.com.

For additional information about the City of Charles Town, please visit:

Charlestownwv.us

Facebook.com/cityofcharlestown/

Facebook.com/charlestownnow

Jcswv.org

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