



TOWN OF MOUNT JACKSON

P.O. Box 487, 5901 Main Street
Mount Jackson, Virginia 22842-0487
(540) 477-2121 – FAX (540) 477-2351

ASSISTANT TOWN MANAGER

The Town of Mount Jackson, VA, (2,100 population), located in southern Shenandoah County in the beautiful Shenandoah Valley, is a small, quaint historical community strategically situated along 1-81 between two regional urban centers (Winchester and Harrisonburg) and about 80 miles from the Washington DC metro area. With a priority on enhanced quality of life, beautification, and preserving our natural resources, the Town is ripe with potential and opportunity.

The Town seeks a qualified, energetic, and results-driven individual who will support the Town Manager in overseeing the day-to-day operations of the Town, which employs approximately 20 full-time employees and a total budget of \$8.7 million (plus occasional substantial grants).

Essential Functions

- Assists the Town Manager in the performance of their essential functions and related duties as assigned.
- Assists in the implementation of Town Council driven goals, objectives, policies, and priorities through community engagement and tourism efforts.
- Actively supports recreation, human resources, planning and zoning, and finance.
- Cultivates relationships to lend support to strategic policy and program initiatives that increase the presence of visual and performing arts throughout the Town.
- Assists with the development, coordination, administration, and marketing of the Town's downtown and retail development program.
- Supports the Master Park Plan implementation.
- Oversees Capital Improvement Projects (CIP) for long-term park, infrastructure, and community planning, in partnership with the Town Manager.
- Seeks and applies for grant opportunities for enhancing current green spaces, increasing recreational access, beautification initiatives, maintains grant records.
- Assists with implementing and evaluating diverse use strategies for the parks and pool, and activities done in conjunction with Shenandoah Parks and Recreation.
- Supports the Mount Jackson EDA through the facilitation of the Downtown Historic District Facade Program.
- Serves as the secondary liaison to the Mount Jackson Hometown Partnership.
- Attends community service, business, and nonprofit group meetings to promote Town activities, and educate on Town processes.
- Participates in professional training and development to stay current on trends in community engagement, marketing, social media, arts, and professional writing.
- Collaborate with Visitor Center staff on merchandise development and management, as well as active participation in tourism efforts.



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Minimum qualifications include a Bachelor's degree in public or business administration, human resources, or a similar field, along with three (3) years of experience, preferably in municipal government, or an equivalent combination of education, training and experience.

Other job assets include knowledge of government operations in Virginia, excellent written and verbal communications skills, financial expertise, and proficiency in Word and Excel. Highly valued qualities include integrity, transparency, responsibility, accessibility, and leadership.

Excellent benefits for full-time employees including paid vacation, paid sick leave, fully-covered health insurance (including dental and vision), and the Virginia Retirement System. The salary range is negotiable, depending on experience and applicable job qualifications.

Interested candidates must submit application, letter of interest, and resume to ohilton@mountjackson.com, or by mail to:

Olivia Hilton, Town of Mount Jackson
P.O. Box 487
Mount Jackson, Virginia 22842

The position will remain open until filled.