



TOWN MANAGER

Town Of Richlands,
Virginia

Are you an innovative Leader with a passion for driving success in local government and the communities it serves? The Town of Richlands, VA, is looking for its next Town Manager—a forward-thinking, results-driven professional ready to shape the town’s future while honoring its rich history.

We’re seeking a leader who:

- Excels in public administration, local government finance, and economic development
- Communicates with transparency, fostering trust and collaboration among stakeholders
- Brings strategic vision, guiding infrastructure, fiscal sustainability, and operational excellence

Richlands is known as “The Center of a Friendly Circle” – a town that blends small-town warmth with economic opportunity. Read on to discover how you can be a part of its next chapter!

A LEGACY OF COMMUNITY, A VISION FOR TOMORROW.

Nestled in the scenic Appalachian Mountains, Richlands, VA, is a close-knit town spanning 2.7 square miles with a population of 5,261 (2020 Census). This community is rich in history, deeply rooted in tradition, and brimming with potential.

Bordered by the Clinch River, Richlands is a paradise for outdoor enthusiasts, offering fishing, kayaking, hiking trails, and ATV routes. The town also boasts a vibrant arts and cultural scene, from historic sites to seasonal performing arts events.

Richlands has evolved from its industrial roots as the “Pittsburgh of the South” – a former hub for coal, iron, and timber—into a town focused on sustainable growth. Today, it features a nationally recognized historic district, strong educational institutions, and emerging industries, including manufacturing and energy development.

Richlands is a town that values community, progress, and opportunity – a place where history meets innovation.

Richlands History



Area Tourism



POPULATION
5,261



MEDIAN HOUSEHOLD INCOME
\$31,169



MEDIAN HOME VALUE
\$94,800

Key employers include

Tadano Mantis Corporation
(crane manufacturing)

CNX Resources
(natural gas development)

Pure Salmon
(an innovative fish farming initiative)



GOVERNANCE & ORGANIZATION

Richlands operates under a Council-Manager form of government. The Mayor, elected for a two-year term, presides over the six-member Town Council, whose members serve staggered four-year terms. The Town Manager, appointed by the Council, oversees daily operations and ensures the town's policies and initiatives come to life.

Richlands delivers a full spectrum of municipal services, including public safety, utilities, and community services.





THE JOB

As the Town Manager, you will lead the day-to-day operations of Richlands' government, ensuring efficient service delivery, responsible fiscal management, and innovative strategic planning. Reporting to the Town Council, you will:

- Oversee all municipal departments, from public safety to community services.
- Develop and manage the town's operating and capital budgets.
- Drive strategic planning, including infrastructure upgrades and economic initiatives.
- Strengthen financial sustainability through new revenue streams and grant opportunities.
- Serve as the town's liaison with state, regional, and local agencies, as well as community stakeholders.

TOWN QUICKFACTS



EMPLOYEES

80
FULL-TIME

&

20
PART-TIME/
SEASONAL

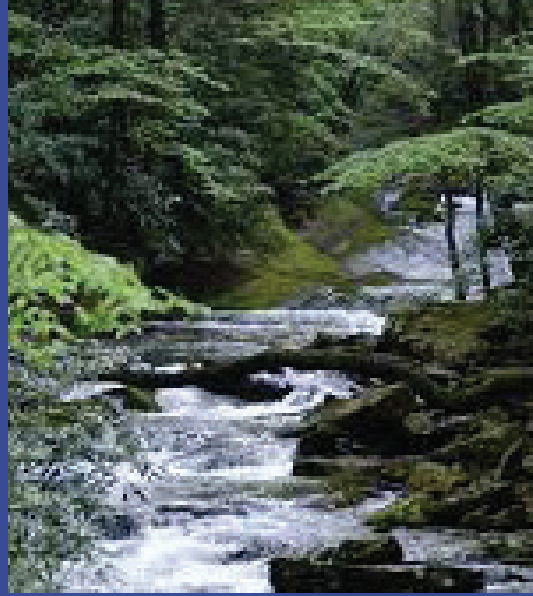


TOWN BUDGET

\$ 18
MILLION
including utilities

KEY PROJECTS FOR 2025

- **INFRASTRUCTURE:** UPGRADE WATER AND WASTEWATER TREATMENT FACILITIES.
- **ENERGY:** EXPAND NATURAL GAS SERVICE AND EXPLORE NEW POWER SUPPLY OPTIONS.
- **ECONOMIC DEVELOPMENT:** GROW THE TOWN'S TAX BASE THROUGH NEW PROJECTS.
- **PLANNING:** UPDATE THE COMPREHENSIVE PLAN TO BOOST TOURISM AND ECONOMIC GROWTH.
- **COMMUNITY DEVELOPMENT:** ENHANCE PROGRAMS AND STRENGTHEN CODE ENFORCEMENT.
- **WORKFORCE:** EVALUATE EMPLOYEE ROLES TO ENSURE THE RIGHT FIT FOR SUCCESS.



THE IDEAL CANDIDATE

We seek a proven leader in municipal administration, financial stewardship, economic development, and infrastructure planning, who demonstrates integrity, emotional intelligence, and strong communication skills. They must engage effectively with the Town Council, staff, and residents, fostering trust through transparency. This individual will be responsive to the Mayor and Council, ensuring timely updates and follow-through on requests. A strategic problem-solver, they should delegate effectively while driving long-term initiatives to modernize operations and enhance the town's infrastructure and economy. Strong financial expertise is essential, including budget development, fiscal sustainability, and securing grants. They must also possess resilience, handling both positive and negative feedback while working collaboratively to implement innovative solutions that support Richlands' growth.

EXPERIENCE & QUALIFICATIONS

Required:

- Master's degree in public administration, business management, political science, or a related field
- 3-5 years of executive-level municipal management experience
- Expertise in public administration, finance, public works, and economic development

Preferred:

- Experience in Virginia local government and familiarity with state municipal statutes
- Financial and risk management expertise, including securing grants and capital planning
- ICMA Credentialed Manager designation or active involvement in ICMA/VLGMA
- Background in engineering or infrastructure projects
- Strong foundation in strategic planning and organizational modernization





SALARY & BENEFITS

- Compensation is dependent on experience and qualifications
- Health Benefits: Medical, dental, and vision coverage for employees and dependents
- Paid Leave: PTO, vacation, holidays, and sick leave
- Retirement: Participation in the Virginia Retirement System (VRS) pension plan
- Professional Development: Support for conferences, training, and continuing education
- Flexible Work Arrangements: As approved by the Town Council
- Additional Benefits: Potential vehicle allowance or mileage reimbursement for official travel

Residency: Residency within the Town of Richlands is required for the Town Manager within a reasonable time frame, as agreed upon with the Town Council following the start of employment, in accordance with the Town Charter.

The Town of Richlands is committed to fostering a supportive and balanced work environment, ensuring its employees thrive personally and professionally.

HOW TO APPLY

[Apply Here](#)



For more information on this position, contact:

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The Town of Richlands is an Equal Opportunity Employer and values diversity and inclusion in its workforce. Applicants selected as finalists for this position will be subject to a comprehensive background check.