POSITION ANNOUNCEMENT

Town Administrator – Town of Urbanna, Virginia

Located on the scenic Rappahannock River, the historic Town of Urbanna is a vibrant, waterfront community known for its rich maritime heritage and annual Oyster Festival. Urbanna offers a high quality of life, a welcoming community, and a unique blend of small-town charm with progressive vision.

The Town of Urbanna is seeking a dedicated, collaborative, and experienced municipal professional to serve as its full-time Town Administrator (applications to fill the position on a part-time basis will also be considered). Serving under the direction of the Town Council, the Administrator acts as the Chief Administrative Officer, managing the Town's daily operations and business affairs. This position also serves as the Town's Zoning Administrator. The successful candidate will play a critical role in shaping the community's future by implementing Council policies, managing Town personnel, overseeing the annual budget, and guiding local land-use and planning initiatives.

Key Responsibilities:

- Manage daily Town operations and foster a high-performing, collaborative team environment among Town staff.
- Serve as the primary liaison to the Town Council, providing sound, objective recommendations and ensuring the Council is fully informed on all Town matters.
- Enforce the Town Code and Virginia land use laws as the Zoning Administrator and Subdivision Agent.
- Develop, execute, and administer the annual Town budget and capital improvement plans.
- Provide administrative and technical support during meetings for the Town Council, Planning Commission, and Board of Zoning Appeals.
- Represent the Town regionally and maintain strong, positive relationships with residents, local businesses, and community stakeholders.

Qualifications:

- A bachelor's degree in public administration, Business Administration, Political Science, or a related field.
- 3 to 5 years of progressively responsible experience in local government administration, zoning, or public sector management.

- Comprehensive knowledge of municipal finance, human resources, and Virginia land use laws.
- Exceptional interpersonal and communication skills, with a proven ability to build consensus and exercise independent, professional judgment.
- An equivalent combination of education, training, and experience that provides the required knowledge and skills may be considered.

Compensation & Benefits:
The Town of Urbanna offers a competitive salary depending on qualifications. The anticipated hiring range is $75,000 to $104,000. If the position is filled as full-time, a full benefits package featuring health, dental, and vision insurance, paid time off (PTO), and participation in the Virginia Retirement System (VRS) will be offered.

How to Apply:
Interested candidates should submit a cover letter, resume, and at least three professional references to:

Robbie Wilson, Mayor
Email: r.wilson@urbannava.gov
300 Virginia Street
P.O. Box 179
Urbanna, VA 23175

Application Deadline: The position is open until filled. The review of applications will begin on November 9th, 2026.

The Town of Urbanna is an Equal Opportunity Employer.