

TOWN OF URBANNA, VIRGINIA · EST. 1680

Town Administrator

Lead a historic Rappahannock River port town where every decision is visible and every result counts.

POSITION

Full-time
Part-time considered

HIRING RANGE

$75,000 – $104,000

APPLICATIONS

Open until filled
Review began Nov. 9, 2026

A working waterfront since 1680

Urbanna offers a high quality of life, a welcoming community, and a unique blend of small-town charm with progressive vision. It is one of Virginia's original port towns, and it still governs itself.

~490	1680	½ sq mi	$1.25M	10
Year-round residents	Chartered by the Act of Cohabitation	Incorporated land area	FY 2026-27 budget, all funds	Town employees, full- and part-time



The Town of Urbanna

Urbanna sits on a finger of land between Urbanna Creek and Perkins Creek on the Rappahannock River in Middlesex County. Founded under the Act of Cohabitation of 1680, the town remains an active waterfront, with deep-water access, the Town-owned Upton's Point Marina, and a working oyster industry.

Colonial-era streets and buildings are protected within a historic district. The Town also runs a municipal pool, Taber Park, the Urbanna Museum, and a visitors center.



The Middle Peninsula

Virginia's Middle Peninsula lies between the Rappahannock and York Rivers and opens onto the Chesapeake Bay. Its six counties are Essex, Gloucester, King and Queen, King William, Mathews, and Middlesex. The region is known for its small towns, farms and forests, and miles of tidal shoreline.

Richmond and Williamsburg are each about an hour away, and the Northern Neck is just across the river. Residents enjoy a low cost of living and Middlesex County schools.

Life on the Rappahannock

EVERY NOVEMBER

The Urbanna Oyster Festival

Virginia's official oyster festival takes over the town each November. Over two days, tens of thousands of visitors come for fresh oysters, music, local vendors, and the Fireman's Parade, when fire trucks roll through town with their lights flashing. They celebrate the river and the watermen who work it.

The Town Administrator is central to pulling it off, working with the Urbanna Oyster Festival Foundation and public-safety partners.







AUGUST 2026 · AMERICA 250

Founder's Day

Founder's Day celebrates Urbanna's history as one of Virginia's original port towns. The 2026 celebration marked America's 250th anniversary with a historic sailing vessel, period music, and colonial and Native American living-history interpreters.

Upton's Point Marina

The Town-owned marina offers slips, transient docking and a boat ramp on Urbanna Creek.

Pool & Taber Park

Summer at the municipal pool and community gatherings at Taber Park.

Museum & Visitors Center

The Urbanna Museum and visitors center share the town's story with guests year-round.

Chief Administrative Officer and Zoning Administrator

The Town seeks a dedicated, collaborative, and experienced municipal professional. Serving under the direction of the Town Council, the Administrator manages the Town's daily operations and business affairs and also serves as Zoning Administrator. The successful candidate will shape the community's future by implementing Council policy, 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.
- Serve as primary liaison to the Town Council, giving sound, objective recommendations and keeping Council fully informed.
- Enforce the Town Code and Virginia land use laws as Zoning Administrator and Subdivision Agent.
- Develop, execute, and administer the annual budget and capital improvement plans.
- Support meetings of the Town Council, Planning Commission, and Board of Zoning Appeals.
- Represent the Town regionally and build strong relationships with residents, businesses, and stakeholders.

Qualifications

- 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 may be considered.

How Urbanna Governs Itself

Mayor & 6 Council Members
Elected by residents. Set policy, adopt the budget, and appoint the Administrator.

Town Administrator
Runs the organization and staffs the Planning Commission, BZA, and Council committees.

Ten Town Employees
Town Clerk, Treasurer, Water Department, Marina, and Museum and Visitors Center.

What the next Administrator inherits

Marina bridge replacement
Design is underway for the Oyster Road bridge, with grant funding in place.

Water system reinvestment
Repair budget raised to $102,500, with Phase II well work underway.

A debt-free Town Hall
300 Virginia Street was purchased outright with savings and grant funds.

Marina performance
Reservations at Upton's Point beat projections despite bridge work.

New personnel manual
A 2026 draft to replace the 1993 manual is before Council.

Fee schedule overhaul
One consolidated fee table, with business licenses aligned to state law.

Compensation

$75,000 – $104,000

Anticipated hiring range; salary depends on qualifications. Applications to fill the position part-time will also be considered.

Full-Time Benefits

- Health, dental, and vision insurance through The Local Choice
- Virginia Retirement System (VRS) membership, with Town matches
- Employer-paid group life insurance and disability coverage
- Paid holidays, vacation, and sick leave

How to Apply

Submit a cover letter, resume, and at least three professional references to:

Robbie Wilson, Mayor
r.wilson@urbannava.gov

300 Virginia Street
P.O. Box 179
Urbanna, VA 23175

Open until filled. Review of applications began November 9, 2026.
The Town of Urbanna is an Equal Opportunity Employer.