



Town Administrator

Town of Archer Lodge, NC



About Archer Lodge



5,365

Population

42.7

Median Age

\$73,750

Median Household
Income

12

Employees

6 Full-Time

6 Part-Time

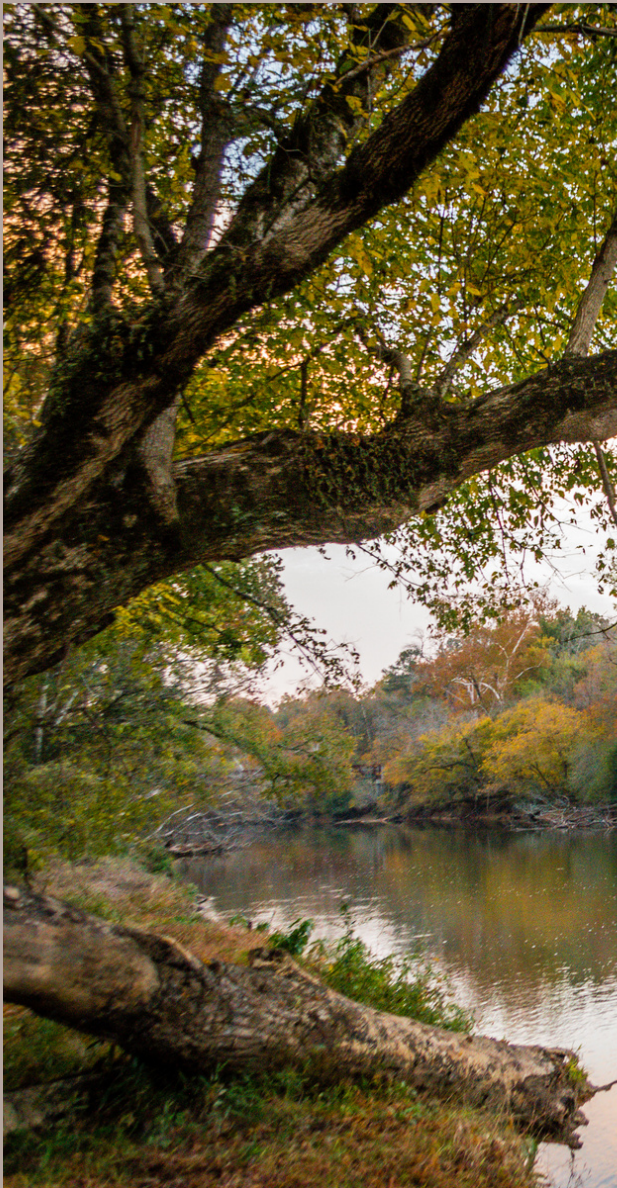
Archer Lodge is a small town in northern Johnston County with deep agricultural roots and a strong sense of self-determination. The Town's rural setting, slower pace of life, and family atmosphere is an attractive alternative to the hustle and bustle of nearby urban centers in the Triangle.

Archer Lodge got its start as North Carolina's newest municipality upon its vote to incorporate in 2009 and has nearly doubled in size since the Town's formation.

Archer Lodge's first **Town Park** opened in 2024 and features 2 ballfields, a playground, a paved walking trail, a shelter, bathrooms, and convenient paved parking.

Candidate Profile

The Town of Archer Lodge is seeking a community-driven leader to serve as its next Town Administrator. The ideal candidate would be someone who thrives in a collaborative environment, communicates clearly, and is an effective manager of personnel, time, and financial resources. This individual would understand the unique needs of a small-town community and would work to build consensus between the community, council, and personnel to accomplish goals.



Key Attributes

➤ **Experienced Administrator**

Demonstrates successful management experience, including staff supervision, financial management, and oversight of municipal functions. Background as an administrator/manager in a community facing rapid growth is a plus.

➤ **Collaborative & Culturally Fit**

Ability to work well with diverse teams and fit into existing organizational culture. Takes initiative to foster relationships with staff, residents, and community partners, and serves as a liaison for Council.

➤ **Financial Steward**

Well-skilled in budgeting, financial planning, and facilitating budget conversations with various stakeholders. Experience in operating within tight budgets and ability to identify additional funding sources, such as grants.

➤ **Strong Communicator & Consensus Builder**

Ability to clearly communicate complex ideas and guide discussions among council, staff, and residents. Skilled in fostering consensus through open dialogue and implementing Council's vision.

Critical Knowledge Areas



Budget Development & Finance Management

Grant Writing & Administration



Human Resources & Employee Relations

Community Planning & Housing Development



Communication & Facilitation

Understanding of Core Municipal Functions



Employee Benefits



Health, Dental, & Vision Insurance



Life insurance, short-term disability, and accidental death and dismemberment



NC Local Government Employees Retirement System (NCLGERS). Employees must contribute 6%, which is payroll deducted.



401K with automatic 6% contribution from the Town



Paid vacation, sick leave, and personal time. Town follows State of NC holiday schedule. Two floating holidays.



4-Day work week (Four 10-hour days, closed on Fridays)

Compensation & Salary

The anticipated hiring salary range is \$110,000 – \$130,000. Salary commensurate with experience.

How to Apply

Central Pines Regional Council is managing the Town Administrator recruitment process on behalf of the Town of Archer Lodge. Interested candidates should send a letter of interest and resume to Lee Worsley at lworsley@centralpinesnc.gov with the subject "Town of Archer Lodge Administrator." Position is open until filled. A first review of applications is planned for November 14, 2025 and interviews with the Town Council are tentatively planned for December 13, 2025.

The Town of Archer Lodge is an Equal Opportunity Employer.



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archerlodgenc.gov



CENTRAL PINES
REGIONAL COUNCIL

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