



Whispering Pines
VILLAGE MANAGER

Village MANAGER



The Village of Whispering Pines, North Carolina, seeks energetic, results-oriented, and forward-thinking candidates for the position of Village Manager. The desired qualities of the selected candidate include strong leadership and supervisory experience, and dedication to small-town values and a high quality of life.

The Manager is the Village's full-time administrative leader, responsible for executing policies established by the Council and ensuring adherence to ordinances, resolutions, and policies while leading and overseeing the daily work of all departments.

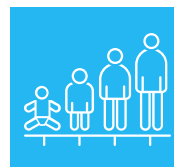


about the VILLAGE

Whispering Pines (population 5,234) is a predominantly residential and recreational community known for its beautiful nature setting and tranquil environment. We are recognized as a Bird Sanctuary and Tree City USA. The Village covers approximately 4.4 square miles and includes eight Village-owned lakes/dams and two privately owned public golf clubs with three 18-hole golf courses. Located in southern Moore County in an area commonly referred to as the Sandhills, the Village is 10 minutes from Pinehurst Resort, home of the 2024 Men's US Open Golf Championship, 30 minutes from Fort Liberty (formerly Fort Bragg), and an hour south of Raleigh.



5,234
POPULATION



35
MEDIAN AGE



1,858
HOUSING UNITS



\$91,815
MEDIAN FAMILY INCOME

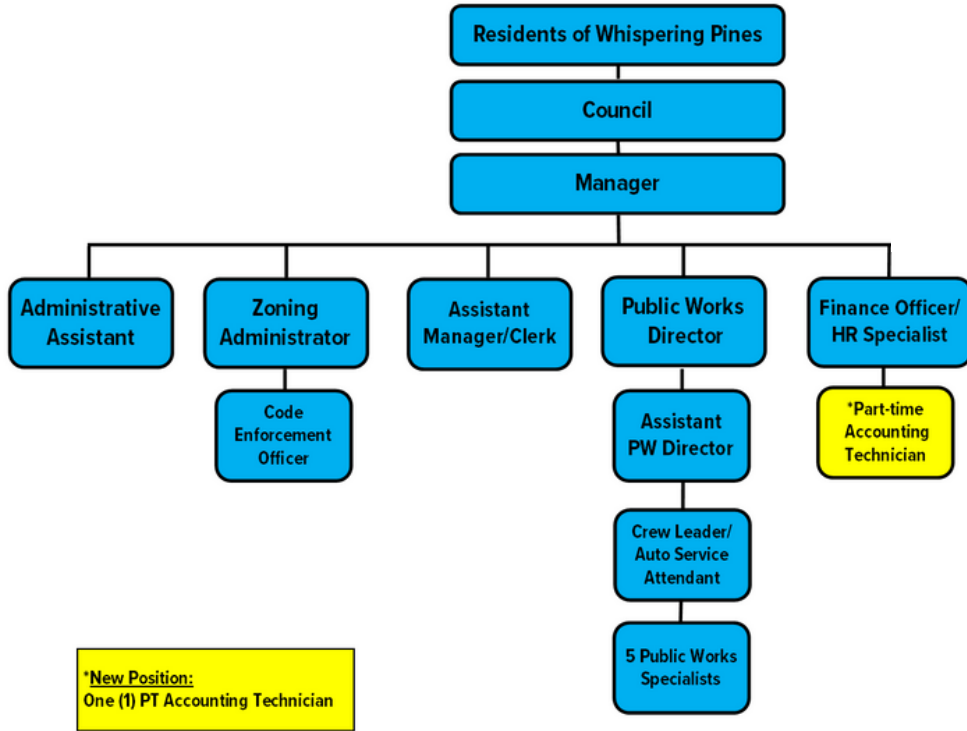
the ORGANIZATION

The Village operates under the Council-Manager form of government. The Manager is appointed by the Village Council, composed of five members elected at large. The Manager is responsible for the day-to-day operations of the Village and oversees a \$6.2 million annual operating budget with 27 full-time employees and 4.2 part-time employees.

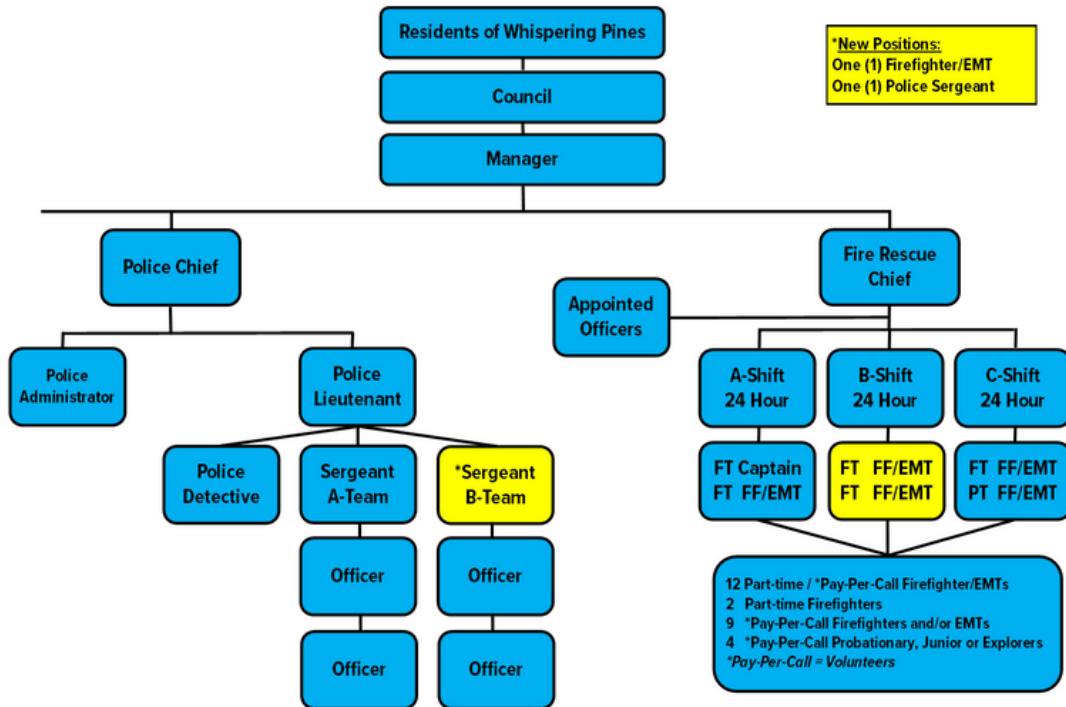
The Village provides police, fire rescue, public works, zoning, and administration services to its residents and visitors. The Manager is also responsible for overseeing any major capital repairs of Village-owned dams, which are funded separately from the annual operating budget and have a current reserve fund balance of \$2.3 million. The Village has received a Certificate of Achievement for Excellence in Financial Reporting award 14 years in a row through Fiscal Year 2022.



the ORGANIZATION



Public Safety Organizational Chart



about

THE POSITION



QUALIFICATIONS

This position requires broad knowledge of local government public administration and management as well as extensive supervisory and budgetary experience.

Minimum Qualifications:

- At least 5 years of progressive experience in local government leadership with a bachelor's degree in public administration or related field
- Any combination of education and experience demonstrating the requisite knowledge and skills

Preferred Qualifications:

- Master's degree in public administration or related field
- Small town management experience
- At least 5 years of experience in local government leadership as manager or assistant manager
- Experience in North Carolina local government
- NC City & County Management Association membership





KNOWLEDGE & SKILLS

- Ability to lead, manage, coordinate, and oversee all Village departments
- Ability to communicate effectively and establish strong relationships with Village Council, department staff, and residents
- Knowledge of local government budget development and management, and ability to work collaboratively with the Village Council and staff through the annual budget process
- Ability to identify suitable ways to increase revenue and manage expenses
- Ability to recruit, retain, develop, and support staff to achieve excellence
- Values accountability and high expectations of self and others while being an effective and respected leader
- Strong ability to prioritize and strategically plan for key goals
- Knowledge of municipal regulations, enforcement, and ways to navigate the complexities of both
- Ability to leverage technology and software tools as a part of everyday operations, Council collaboration, and resident reach
- Exceptional public relations skills and ability to improve community awareness and involvement using presentations, media, e-notifications, newsletters, and Village events
- Ability to engage a diverse group of stakeholders including individual residents, community groups, Council members, employees, local, state, and federal authorities
- Ability to stay abreast of local, state, and federal laws and legislative changes that could affect the Village
- Ability to develop effective relationships with leaders of local governments within the region
- Ability to proactively advocate for, promote, and protect Village values

employee BENEFITS



Medical (First Carolina Care); Dental (MedCost); Vision (VSP); Short-term disability; Village provides at no cost and coverage is available for dependents at cost to employee



Life insurance benefit of \$25,000 to \$50,000 (based on annual income) from NC State Retirement System)



Required participation in NC State Retirement System (Village contributes State required % of base pay on employee's behalf; employee contribution is set at a mandatory 6%)



Optional Benefits - Voluntary participation in Prudential 401(k) Retirement Plan; Voluntary 457(b) Retirement Plan



12 paid Holidays plus 1 personal day per year



Vacation, Sick Leave, & Bereavement Leave



Employee Assistance Program; Employee Recognition Events

compensation & SALARY

The anticipated hiring salary range is \$100,000 - \$120,000 with an excellent benefit package. Salary commensurate with experience. Residency within the village is preferred, but not required. The Village Manager must reside within 30 minutes of Village Hall to ensure an effective connection with the community.

how to APPLY

Central Pines Regional Council is managing the Village Manager recruitment process on behalf of the Village of Whispering Pines. Interested candidates should send a letter of interest and resume to Lee Worsley at lworsley@centralpinesnc.gov with the subject "Whispering Pines Village Manager." Position is open until filled. A first review of applications is planned for December 8, 2023, and interviews with the Village Council are tentatively planned for the month of January 2024.

The Village of Whispering Pines is an Equal Opportunity Employer.



Village of Whispering Pines
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Whispering Pines, NC 28327
Phone: 910-949-3141
vwpnc.org



CENTRAL PINES
REGIONAL COUNCIL

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