



Town of Luray

45 East Main Street
P. O. Box 629
Luray, Virginia 22835

Assistant Town Manager

Full-Time or Part-Time Position

Planned starting annual salary for the Full-Time position is \$70,000 - \$80,000, with full benefits. Planned starting hourly rate for the Part-Time position is \$40 - \$45 per hour, for a maximum of 29 hours per week/1,500 hours per year, with no benefits. Starting pay rates for both positions are dependent on qualifications (DOQ). The Town is an Equal Opportunity Employer (EOE) and plans to select the candidate that best meets the needs of the Town and the position offered.

Benefits (full-time position only) include membership in the Virginia Retirement System, and the state Anthem Health Insurance, with medical, pharmacy, vision, and dental included. Life and health insurance benefits are valued at ~ \$20,000 - \$30,000 annually. The Town offers a competitive compensation package including paid leave and paid holidays.

The Town of Luray is seeking a motivated individual to serve in this important administrative role. This position serves as the general operations manager, procurement manager, zoning support, project manager and inspector, and provides direct support to the Town Manager. The position covers the job duties and responsibilities of the Town Manager, in their absence.

The preferred candidate will have excellent communication skills, and the ability to interact efficiently and successfully with the community, the Mayor and Council, and town staff. They will also have a minimum of five (5) years of experience working in local government (preferably Virginia), and a minimum of five (5) years of direct and progressively responsible management of personnel and programs, preferably in a Virginia local government setting.

Knowledge of construction, plans review, municipal finance, project planning and estimating, interpretation of government ordinances, and excellent interpersonal skills are essential. Knowledge of other local governmental functions such as transportation, building maintenance, parks and recreation, law enforcement, and water and sewer infrastructure are certainly a plus.

The position is open until filled with reviews of first applications beginning **March 30, 2026**. Please submit a Town employment application, with supporting resume and references to the Town Manager. Applications and a full job description are available at the Town Office or can be found on our website at www.townofluray.com