



S. RENÉE NARLOCH
& ASSOCIATES
PROFESSIONAL EXECUTIVE RECRUITMENT



TOWN OF LAKE LURE, NC

INVITES YOUR INTEREST IN THE POSITION OF

PROJECT MANAGER

THE COMMUNITY

Located in western North Carolina, Lake Lure sits in the heart of Hickory Nut Gorge, only 30 miles east of Asheville, 95 miles west of Charlotte, and 55 miles north of Greenville, SC. The Rocky Broad River winds through a series of rapids down through Hickory Nut Gorge, and the crystal clear water flows through the valley that feeds Lake Lure.

The Town encompasses 13.2 square miles, including a 720-acre lake with a large central body of deep water, three long bays, an island of seven acres, and many small bays and inlets with picturesque backgrounds of forest-clad hills and mountains. The Town has a permanent population of approximately 1,365, with an in-season population of over 12,000.

Lake Lure was incorporated in 1927, and in 1965, the Town acquired the lake along with its dam and hydroelectric plant. The dam's power plant began operations in 1928 with the sale of electricity under a 10-year contract to Blue Ridge Power Co., a local predecessor of Duke Power. Today, the Town continues to sell electricity to Duke Energy, although profits from the dam now come second to maintaining a fixed water level year-round.

The Town has been a favorite of locals and visitors for many decades and has since become a destination for tourists worldwide. The Town offers quite a few extras, including 27 miles of lake shoreline, a beach area, a marina, golf courses, a community center, and a visitor center. Whether you prefer boating, fishing, skiing, paddle boarding, kayaking, canoeing, boat tours, dinner cruise, lakeview tours, swimming, golfing, or hiking, Lake Lure has something to offer everyone. Lake Lure has been named as one of the Best Mountain Lake Getaways in the Carolinas.

Lake Lure has often been used as a filming location for films including *Dirty Dancing* and *The Last of the Mohicans*.

Celebrating its 12th year, Lake Lure Classical Academy is a Kindergarten through 12th-grade tuition-free public charter school and distance learning option that is open to all North Carolina students. The Academy offers free bus transportation and has over 500 students attending from across four counties.



THE AGENCY

The Town of Lake Lure operates under the council-manager form of government. The original town charter was revised in 1987 upon ratification by the North Carolina General Assembly and currently defines the governing body as the Board of Commissioners, also known as the Town Council.

The Town Council has four members and a mayor. Members of the Town Council are elected to four-year staggered terms, with two members elected in each odd-numbered year. The

Mayor is elected to a two-year term and presides at Council Meetings. A Mayor Pro-tem is selected by the Council and presides in the Mayor's absence. The Mayor can vote on matters before the Town Council only when there is a split vote.

The Town Council passes ordinances, adopts the annual budget, and appoints citizens to numerous boards, commissions, and committees to assist with the work of governing the town. The Town Council also selects and appoints a Town Manager, Town Attorney, Town Auditor, Town Clerk, and Finance Director.

The Town is a full-service community that provides police and fire protection, water and sewer service, solid waste, garbage/recycling collection, dredging, planning and zoning services, and recreational opportunities. The Town also owns and operates the dam and a hydroelectric plant which have extensive, comprehensive improvements underway.

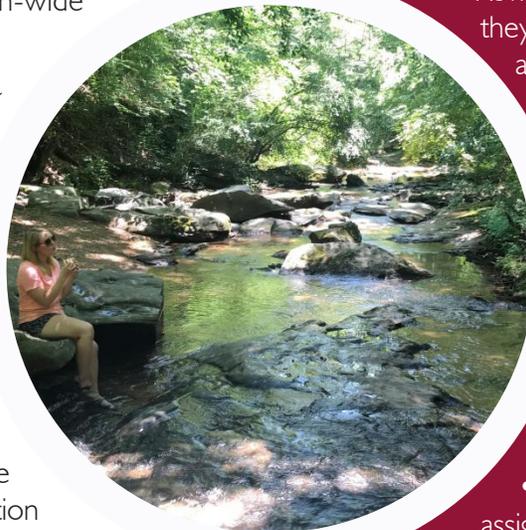
The Town has 38 employees and an approved FY2022 total budget of \$11.9 million, including a General Fund of \$9.9 million.

THE POSITION

The Project Manager reports to the Town Manager and performs skilled technical work in planning, design, construction, contract administration, and project management tasks, as well as provides support for the Town's strategic and comprehensive planning efforts and capital improvements. Projects are diverse in type, size, and complexity and have, among other areas, a heavy emphasis in sewer, hydroelectricity production, dredging, and dam construction and repair/replacement.

Duties and responsibilities of the Project Manager include, but are not limited to, the following:

- Plans and manages all aspects of assigned projects including design, development, and implementation, including technical research/analysis, funding and cost analysis, scheduling, public involvement, coordination with internal and external stakeholders, project budgeting, project performance, and results.
- Oversees the planning, design, and construction of capital improvement projects with other departments, consultants, and contractors. Reviews project documents such as surveys, Geotechnical reports, design drawings and specifications, engineering calculations, etc., for compliance with State/Federal Regulations and Town Specifications and Ordinances.
- Analyzes and assists with the preparation of short- and long-range capital improvement plans. Ensures plans are monitored and executed in accordance with other Town adopted plans and the approved budgets.
- Provides fiscal management and budget oversight for assigned capital improvement projects through the life cycle of projects, including negotiation of contracts, amendments, change orders, and review of pay applications and invoices. Ensures projects are completed in accordance with the approved budget, working with the Town Finance Department on all project financials.
- Researches and identifies grants and other funding sources for projects. Prepares and submits project grant and loan applications. Serves as the grants administrator for funded projects.
- Works with Town engineering contractors and others on the preparation of on-call service advertisements and awards.
- Prepares Council submittals for projects, plans, and permits.
- Negotiates, plans, schedules, and directs the work of consultant teams; reviews design drawings and specifications.
- Presents plans and reports and makes recommendations to the Council, Marine Commission, and the public. Attends Planning Board and Town Council meetings; prepares and makes presentations on projects and plans; makes recommendations on permits, and provides general updates as required.
- Assists other departments with Town-wide planning, design, and construction issues.
- Prepares and makes presentations as a representative of the Town and serves as liaison to citizens, committees, boards, and other governmental agencies.
- Develops bid and advertisement documents, obtains permits where applicable, prepares all necessary contract forms and documents, and manages bidding process.
- Prepares project advertisements to include RFPs, RFQs, RFIs for outside services and manages the consultant selection



- process in accordance with North Carolina statutes and federal regulations.
- Develops detailed reports, memoranda, letters and other documents on performance measures, project records, costs, and general project status for both internal and external distribution.
- Works with design professionals and contractors regarding normal and unusual project problems and phases.
- Identifies corrective actions when a project process is delayed or exceeds budget.
- Solicits bids and quotes for projects, goods, and services, while working with Finance Department to obtain necessary purchase orders and approvals. Works directly with vendors on delivery and execution of approved items.
- Monitors and enforces all contractual terms, obligations, and requirements. Works with Town Attorney on all contractual matters and issues.
- Develops and prepares details for intergovernmental agreements and MOUs with other governments and jurisdictions, including development agreements and right of way acquisitions.
- Monitors and approves payment to project contractors and consultants.
- Reviews project activities to ensure they are completed in a safe manner and in accordance with all OSHA and Town safety requirements.
- Provides updates for the Town's website and social media platforms with project information and responds to public inquiries on Town projects, processes, and policies, including answering citizen questions and concerns.
- Performs other related duties as assigned.

IDEAL CANDIDATE

The ideal candidate will have a thorough knowledge of public administration, municipal planning, and project management principles and practices. Must be well versed in capital construction project management and funding, maintenance funding and budgeting, objective development, and work planning/scheduling.

The selected candidate will have a thorough knowledge of modern methods, principles, and practices of facility planning, design, construction, maintenance and/or architectural and engineering design concepts. Additionally, candidates must be knowledgeable of applicable Federal and State laws and local ordinances regarding both vertical construction and land development regulations.

Extensive knowledge and experience with state and local contracts, bidding processes, construction processes and procedures, and grant writing is essential.

The ideal candidate will have demonstrated excellent written and oral presentation skills and strong organizational and communication skills. Must be able to provide leadership and management controls on assigned projects, analyze and identify obstacles, and problem solve.

The ability to work collaboratively and independently and develop and maintain effective working relationships with various stakeholders is essential. Must have local government knowledge and be professional, innovative, flexible, and solutions-oriented. A person of integrity who is tactful and courteous is ideal. Must be detail-oriented with strong time management and negotiation skills.

Must have a proven ability to build strong relationships with stakeholders, including the community, staff, elected officials, regulatory agencies, and local, state, and federal agencies.

Requirements include a bachelor's degree or equivalent with coursework in engineering, architecture, construction management, facilities management, project management, business management, or related field and at least four years of relevant experience. A combination of education and experience which provides the knowledge, skills, and abilities to perform the primary job duties is acceptable. A PMI Project Management Professional (PMP) certification is preferred. Experience with infrastructure improvements,



utilities, budgets, grants, strategic planning, performance management, and working with regulatory agencies is needed. For more information on the Town of Lake Lure, visit www.townoflakelure.com.

Selected candidate must have or obtain a valid North Carolina driver's license. Finalist will be subject to a background check and additional screenings which may include a physical and drug screen.

COMPENSATION

Starting salary is open, dependent upon qualifications, and accompanied by an excellent benefits package.

TO APPLY

If interested in this outstanding opportunity, visit our website at www.srnsearch.com and apply online. The first review of resumes will take place on August 29, 2022; position is open until filled.

Resumes will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references. References will be contacted only following candidate consent. Final interviews will be held with the Town of Lake Lure. Candidates will be advised of the status of the recruitment following the selection of the Project Manager.

Questions may be directed to:

S. Renée Narloch & Associates
info@srnsearch.com | 850.391.0000
www.srnsearch.com

The Town of Lake Lure is an Equal Opportunity Employer.



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309