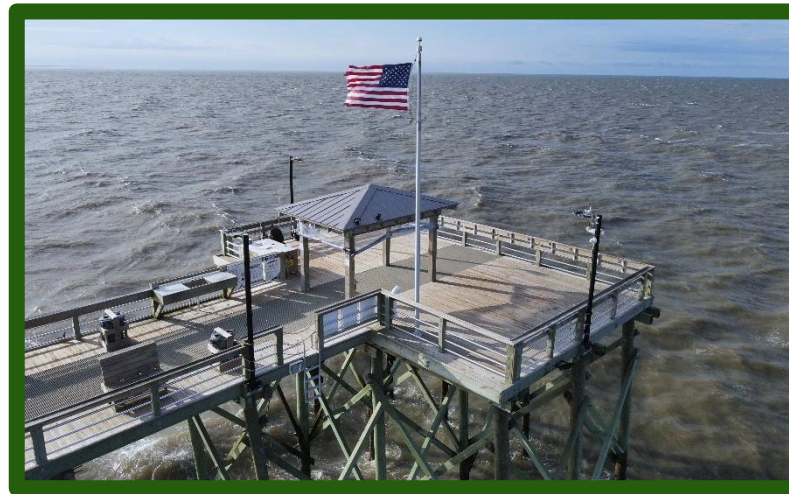




# Town Manager Recruitment Information

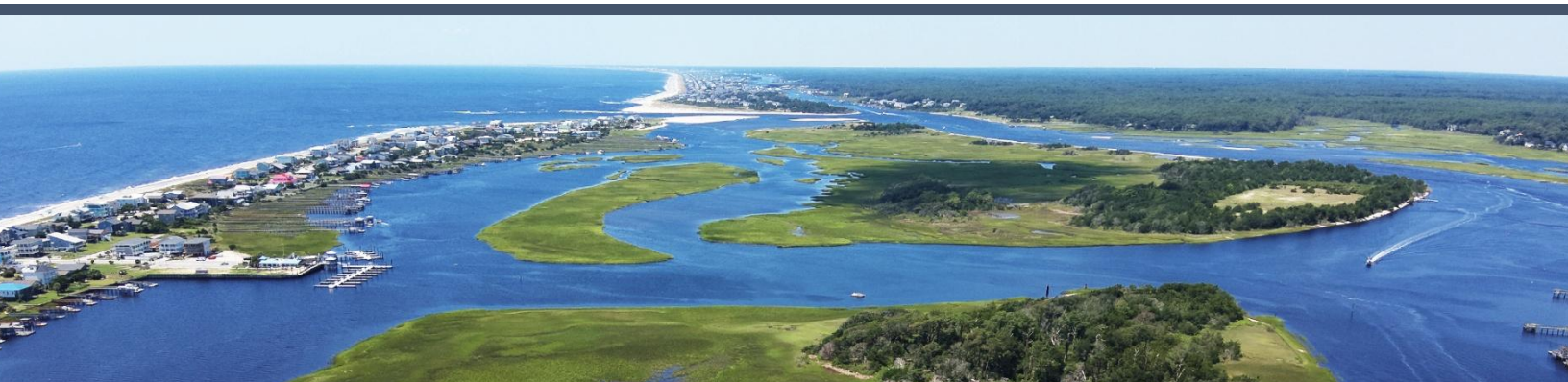




## Welcome to Oak Island

Situated on the southern end of North Carolina's picturesque coastline, the Town of Oak Island encompasses nearly 20 square miles; offering 10 miles of beachfront along the 12-mile-long island from which the Town derives its name. Consistently ranked as one of the best beach towns in North Carolina, as well as throughout the southeastern United States, the "island" portion of the Town is marked by the Atlantic Ocean to the south and the Intracoastal Waterway (ICW) to the north. With approximately 10,000 residents year-round, the Town boasts a summertime population that swells to nearly 80,000 visitors and seasonal residents.

The Town works hard to successfully maintain a good balance of its bustling, vibrant tourism, with the traditional, quiet charm of a small coastal town within Brunswick County, one of the fastest growing counties in the country.



## Government

As prescribed by the Town Charter, the Town of Oak Island utilizes a Council-Manager form of government. A Mayor presides over a five-member Council. The Town Council is responsible for adopting and providing for all ordinances, rules, and regulations necessary for the general welfare of the Town. Council approves the Town budget, sets property taxes and fees, and approves appointments to boards and committees. The Council appoints a Town Manager.

The FY 2026 Town budget is \$111.1M (which includes a \$40M beach renourishment project and \$26.3M General Fund). On average, the Town maintains approximately 174 full-time and 50 part-time employees who provide a wide range of services, including police; fire, public utilities, planning and development, public services, stormwater, economic development, human resources, finance, and parks and recreation. These departments and staff all perform various functions and work together seamlessly to provide public services for all residents, property owners, and visitors.



## The Town Manager

The Town Manager is appointed by and serves at the pleasure of the Town Council. The Town Manager appoints all other Town employees.

As the Town's chief administrative officer, the Town Manager oversees the Town's day-to-day operations and directly supervises department directors and administrative team members. The Manager provides professional advice and recommendations to the Town Council on key matters related to the Town and is expected to keep the Town Council well-informed and up-to-date on key issues including providing them with regular reports on the status of projects. The Town Manager prepares the annual Town budget, presents it to the Council for approval, and administers it throughout the year. Additionally, the Town Manager oversees the development, implementation, and ongoing evaluation of the Town's strategic plan, aligning departmental initiatives and resources with Council priorities and tracking progress through measurable outcomes.

The new Town Manager will provide effective direction, leadership, and resources for staff to ensure that Council policies are implemented, and goals are achieved. The new manager must have a team-oriented and collaborative style which encourages strategic and innovative thinking, and values excellence. He or she must build and maintain effective working relationships with the Mayor and each Council member.

## Required Knowledge, Skills, & Abilities

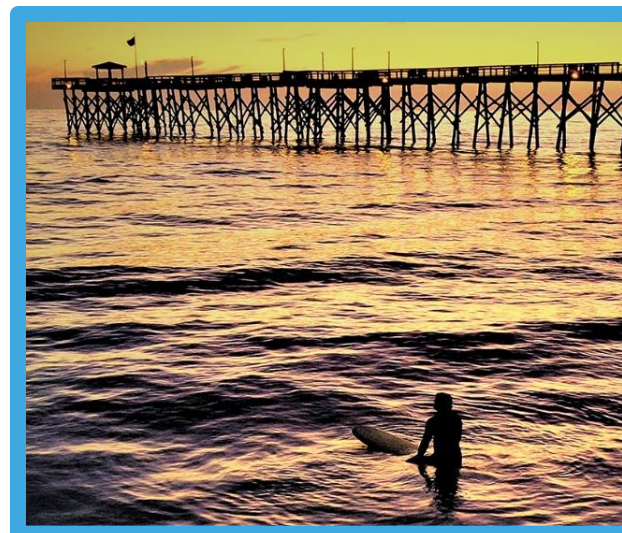
Successful candidates must be people focused, exhibit an exemplary customer service approach, and be a committed public servant. The ability to develop and leverage authentic relationships with internal and external stakeholders is critical. Successful candidates will value growth and diversity and demonstrate knowledge of and commitment to equity. The successful candidate will also demonstrate strengths to include:

- Comprehensive knowledge of the functions and organization of municipal government and principles and practices of public administration.
- Comprehensive knowledge of current literature and recent developments in the field of public administration.
- Comprehensive knowledge of the Town's Charter and Code.
- Comprehensive knowledge of federal laws, regulations, and state statutes.
- Thorough knowledge of data collection and analysis techniques and policies and processes for developing annual operating budgets and capital budgets.
- General knowledge of all departmental duties and responsibilities.
- Ability to interpret and analyze technical and statistical information and to prepare and present technical oral and written reports.
- Ability to work within strict deadlines and re-prioritize responsibilities as needed.
- Ability to prepare informative financial reports.
- Ability to express ideas effectively both orally and in writing.
- Ability to understand and apply governmental accounting practices in the maintenance of financial records.
- Ability to perform work during emergency or disaster situations upon request and as assigned by the Town Manager.
- Ability to establish and maintain effective working relationships with Town officials, associates, consultants, outside agencies, and the public.

The candidate will have successfully served in or demonstrated strong familiarity with the council-manager form of government. Successful candidates will also have a proven record of leadership, fiscal stewardship, innovation, and relationship building.

## Candidate Qualifications

Minimum requirements include graduation from an accredited college or university in public administration, business administration, or a related field, complemented by at least 10 years of increasingly responsible local government management experience. An equivalent combination of education and management experience will be considered. Preferred qualifications include: a master's degree in Public Administration; completion of the Municipal Administration Program through the UNC School of Government or other leading institution; or experience as a Town Manager or Assistant Town Manager, and experience with the unique concerns of a coastal town.



## Compensation and Benefits

Compensation for the position of Town Manager will be highly competitive depending on qualifications such as training, education, and commensurate experience level. A comprehensive benefits package, including health, dental, vision, and life insurance options, is provided by the Town of Oak Island, including paid time off for sick, annual, and holiday leave as well as participation in the NC Local Government Employees' Retirement System (LGERS). The Town also offers a 401k program with a 5% percent match from the employer. The Town of Oak Island is an Equal Opportunity Employer.

## How to Apply

This position will remain open until it is filled. A first resume review date is scheduled for **Friday, May 15, 2026**. If interested, please submit a cover letter and resume as soon as possible.

For more information on the Town of Oak Island or other Town Departments, services, and partner organizations, simply visit the Town of Oak Island Website at [OakIslandNC.gov](http://OakIslandNC.gov).

## Have Questions?

For more information:  
Lisa P. Stites, Town Clerk  
[lstites@oakislandnc.gov](mailto:lstites@oakislandnc.gov) • 910-201-8004

