

# TOWN OF CARY, NORTH CAROLINA TOWN MANAGER



## *Hottest Town*

The Town of Cary was named the “hottest town” over 100,000 in the East by Money Magazine in 2004 and one of the six most desirable places to live in America. In 2006, Cary was again recognized by Money Magazine as one of the Best Small Cities in America, ranking fifth on the magazine's list of Best Places to Live. Cary also ranked second on Relocate-America.com's annual list of America's Top 100 Places to Live in 2006.

## CARY, NORTH CAROLINA

Cary, NC is located adjacent to the state capital, Raleigh, in North Carolina's Piedmont region. Cary is a major hub of residential development for employees of the State of North Carolina, North Carolina State University and the Research Triangle Park—an industrial, governmental and scientific research area approximately five miles northwest of Cary. Cary also boasts a substantial mix of non-residential development including several major office parks and retail centers.



The Town of Cary was incorporated in 1871 and today is a thriving community in the heart of the Triangle area of North Carolina. This area has repeatedly ranked among the top regions in the country to live and work, to find a home or start a business, to raise a family or retire. The Town of Cary encompasses approximately 51 square miles. Cary is a diverse community largely composed of young, affluent and well-educated people. This diversity, coupled with it being in one of the most desirable areas in the country, has resulted in continued growth in commercial and residential construction.

With an estimated current population of 132,000, Cary is North Carolina's seventh largest municipality. And, with a 30+% population increase since 2000, it is also one of the fastest growing.

Cary's strong economic status is derived from the diversity of the region's strong employment base. Employers include a number of iconic high technology employers as well as other major employers including MCI, American Airlines Reservations Center, WakeMed Cary Hospital, and Kellogg's Snacks. In addition, the area also benefits from four notable North Carolina universities, major health care facilities and the state government. This diverse group of employers in the region has historically been stable and less sensitive to economic downturns. As a result, the unemployment rate has historically been extremely low.

The strong employment and higher education opportunities, a warm climate, low crime rates and easy access to outstanding recreational and cultural amenities have helped make the region in which the

Town is located one of the fastest growing in the country.

New and expanding businesses, and the jobs which they create, help to maintain a healthy balance in the tax base that has enabled the Town to keep property tax rates and water and sewer rates at moderate levels while providing the infrastructure and high level of services demanded by citizens.

Overall, Cary's economy is expected to remain stable. Council has adopted a fiscal year 2008 budget based on a moderate rate of growth. In planning for the future, the Town continues to maintain a high priority on both the delivery of quality services and financial stability.

Cary is consistently recognized for its quality of life. Careful planning for growth has been based on values for an attrac-

## CARY (CONTINUED)

tive community, a strong commitment to environmental protection, historic preservation, adequate public facilities in advance of growth and a variety of local recreational opportunities while maintaining a strong financial position.



MCI Building

Cary ranked as the 14th safest of 378 large cities in the Morgan Quitno Safest (And Most Dangerous) Cities report in 2007.

Cary has been among the 20 safest large cities during all nine years that it has been rated.

The Cary Fire Department became the second department in North Carolina to earn national accreditation.

The Cary Police Department became nationally accredited in 1992.

Cary Emergency Medical Services was the first agency in the state to have a federally certified ambulance service.

Cary is fortunate to have three National Register Historic Districts that recognize the past and provide incentives for preservation. Those districts are the Cary Historic District around Academy Street; Harrison Avenue in downtown Cary; and the Carpenter and Green Level Historic Districts in west Cary,

which recognize farming communities from the last century. In addition there are two individual listings on the National Register of Historic Places: the Page-Walker Hotel (now the Page-Walker Arts and History Center) on the Town Hall campus and the Nancy Jones House on Chapel Hill Road.

## THE GOVERNMENT

Cary operates under a Council/Manager form of government. The Town Council sets policies and enacts ordinances, which are then carried out under the Town Manager's direction. The Town Council includes seven members. Four are elected from districts, and three, including the Mayor, are elected at large. Each member serves four-year staggered terms. Elections are nonpartisan. Cary has a long tradition of a very stable and strong Council-Manager government which provides exceptional services to a highly demanding community.

The Town enjoys a tradition of highly supportive Town Councils, excellent and long-tenured Town Managers and outstanding staff members. Cary is a full-service, independent municipality with approximately 1,150 FTE's assigned to 13 departments. It has a triple "A" bond rating

and a current operating budget of \$163,154,534. The FY 2009 CIP budget is \$127,053,714.

The Town maintains unreserved fund balance sufficient to maintain consistent cash flow, generate interest income, eliminate the need for short term borrowings, and provide flexibility for unanticipated opportunities and needs during emergencies or disasters. In addition to fiscally responsible budgeting, this has been key in maintaining and improving the Town's outstanding bond ratings: AAA ratings from all three agencies for the Town's general obligation bonds and AAA ratings from two agencies for the Town's utility system revenue bonds.

Each year the town adopts a capital improvement budget and prepares a 10-year capital improvement plan.

The Town Council has committed to key goals and initiatives. These goals and initiatives along with Town accomplishments are discussed in the Town's annual budget document and on the Town's website at [www.townofcary.org](http://www.townofcary.org)

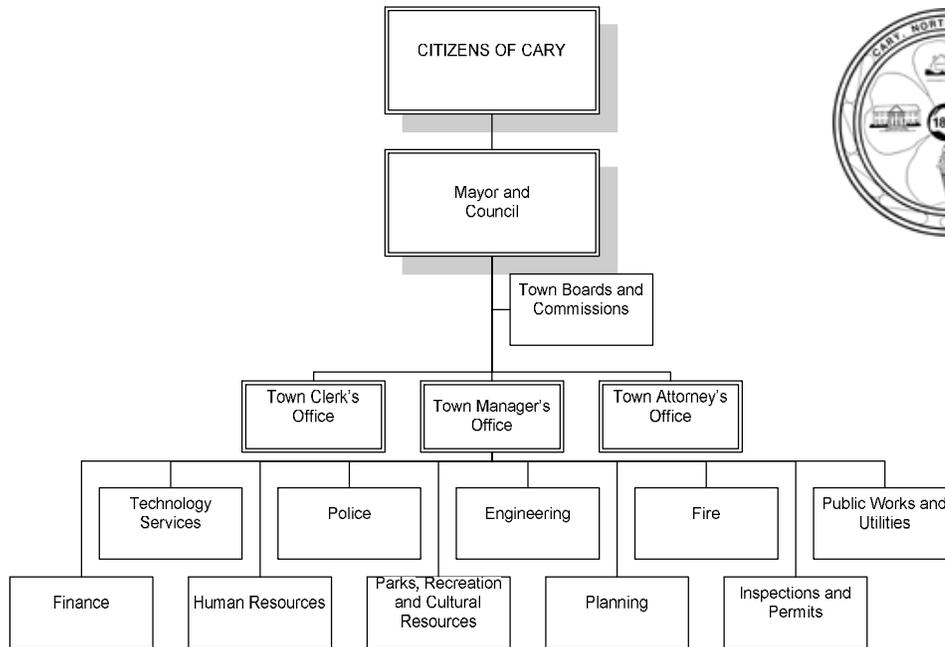
### Keeping Cary Green

The Town of Cary received its 26th Tree City USA award demonstrating its long term commitment to urban forestry.



Swift Creek Trail

## Town of Cary, NC Organizational Chart



## THE TOWN MANAGER

The Town Manager performs high level administrative, technical and professional work in directing and supervising the administration of the government. He or she receives broad policy guidance from the Town Council and provides supervision over all municipal employees either directly or through subordinate supervisors. The Town Manager is responsible for the proper supervision of all functions of the Town to achieve goals within available resources. Critical responsibilities include planning, organizing and assigning work, evaluating staff's progress and success in accomplishing it and making changes as needed.

The Town Manager prepares the annual budget and assures that municipal activities are performed within the budget; performs cost control activities and monitors revenues and expenditures to assure sound fiscal control. He or she provides leadership and motivation to staff; conducts a variety of studies; prepares reports and recommendations; and coordinates departmental and interdepartmental activities.

The Town Manager provides professional advice and recommendations to the Town Council; advises them of financial conditions and current and future Town needs and makes presentations to councils, boards, commissions, civic groups and the general public.

With the exception of the Town Clerk and the Town Attorney, the Town Manager appoints and removes all department heads, officers, and employees of the Town, except members of the Council and sees that all laws and ordinances are faithfully performed.

## TOWN MANAGER COMPETENCIES AND REQUIREMENTS:

*The Town Council has identified competencies and qualifications ideal for the next Town Manager. Items from that discussion are categorized below.*

### **EDUCATION AND EXPERIENCE:**

Ideal candidate qualifications include a minimum of 10 years local government management experience with progressive increase in responsibilities and experience in a medium size city and a master's degree in public or business administration.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

*Although all items below are important and significant, Council will place additional emphasis during the selection process on Group A.*

#### **GROUP A:**

- Visionary (envision our future); someone who has grown a community socially, economically and physically and an ability to implement the vision.
- Knowledgeable of regional issues, state laws, and local government administration.

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Consultants**

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**TOWN MANAGER COMPETENCIES AND  
REQUIREMENTS: (CONTINUED)**

- Capacity to take organization to next level and build upon Cary's culture of excellence (assess and improve organizational effectiveness; use performance management systems and metrics tied to strategies).
- Demonstrated knowledge of best practices related to fast growth communities and with demographics similar to Cary; implemented and created best practices in local government.
- Demonstrated advocacy for employer's best interest.
- Ability to develop long-term and regional strategic plans.
- Viewed as trustworthy and respected.
- Uses team approach to lead and make decisions.
- Demonstrated success and appreciation for Cary's unique culture and high orientation to customer service focus.
- Independent thinker and effective advisor.
- Appropriately balances fiscal responsibility with organizational needs and priorities.
- Ability to bring together various groups within the community and not viewed as aligned with one group.
- Ability to be objective and unbiased; works well with others but knows boundaries; consensus builder; can bring resolution to problems.
- Demonstrated leadership qualities including ethical decision making and strong integrity.

**GROUP B:**

- Open to new ideas and creative.
- Values efficiencies and challenges organization to do more with less.
- Accessible and responsive.
- Demonstrated advocacy for employees.
- Community-oriented and engaged.
- Viewed as exemplary by 360-degree references (council, employees, community members).
- Values self-development opportunities and seeks recognition opportunities (credentials, awards, certifications).

**TO APPLY:**

Please submit your cover letter and resume by January 5, 2009 to:

Robert E. Slavin, President  
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