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# ZEBULON

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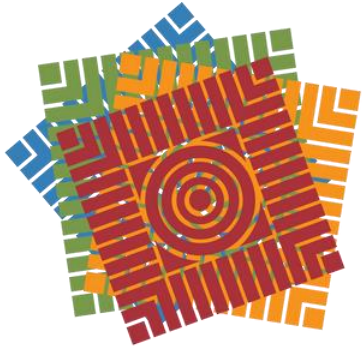
NORTH CAROLINA

The Town of Zebulon, North Carolina  
is seeking a  
**Town Manager**





# About the Town of Zebulon



## North Carolina MAIN STREET

Known as the “Town of Friendly People,” Zebulon is the easternmost town in Wake County, North Carolina. It is a small but rapidly-growing town whose population increased by nearly 50 percent from 2019 to 2022 to 8,665. Today, approximately 11,500 people reside in Zebulon, and the population is expected to reach 25,000 by 2030.

Wake County Public School System is home to 198 schools (elementary, middle, and high), including the award-winning Zebulon Gifted & Talented Magnet Elementary. Supplier and distributor US Foods, pharmaceuticals giant GlaxoSmithKline, and Truist Bank (formerly BB&T) are among the Town’s largest employers.

Nearly two dozen colleges and universities are within a 60-mile radius of Zebulon, including the University of North Carolina at Chapel Hill, Shaw University, North Carolina Central University, Duke University, and North Carolina State University. The urban center of Raleigh is only a 20-minute drive to the west, and the beach town of Nags Head is less than three hours to the east.

On July 1, 2023, the North Carolina Department of Commerce Main Street & Rural Planning Center designated Downtown Zebulon as a North Carolina Main Street community. The North Carolina Main Street Program promotes economic sustainability through a 4-point approach: *Organization, Economic Vitality, Design, and Promotion.*

The Zebulon Downtown Organization is charged with administering the program at the local level and building public-private partnerships to spur economic development that achieves measurable results such as investment, business growth, and job creation.

Zebulon Chamber of Commerce’s ribbon-cutting event for Hummingbird Cafe (left) and The General Store/Gifts to Go (below) in June 2024



# About Zebulon Town Government

The Town of Zebulon operates under the council-manager form of government. The Board of Commissioners is made up of the Mayor, who oversees the Board meetings, and five voting members (the Mayor Pro Tem and four Commissioners). The Board sets policies, ordinances, and directives. The Board also appoints the Town Manager, Town Clerk, and Town Attorney. The Town Manager and Town staff handle the day-to-day operations as well as provide advice and recommendations to the Board for consideration.

There are four appointed boards and committees for the Town. Their membership makes decisions and recommendations that are used to provide better services to the Town and its residents.

**THE PARKS & RECREATION BOARD/TREE BOARD** makes recommendations on how to expand and/or improve the parks and programs offered by the Town.

**THE PLANNING BOARD** makes recommendations on land use, text amendments, zoning and subdivision review.

**THE BOARD OF ADJUSTMENT** makes decisions on appeals made by citizens, developers or business owners concerning decisions made by the Land Use Administrator, who serves as the Planning Director for the Town of Zebulon. This board also hears requests for variances from the Unified Development Ordinance and interpretations of the zoning map.

**THE APPEAL HEARING BOARD** reviews all appeals of civil citations issued by the Town.

The Town of Zebulon adopted a [Strategic Plan](#) as part of the 2018-2019 budget process. The plan has three focus areas that emerged from a community survey, focus groups, Town staff, and the Board of Commissioners:

*Vibrant Downtown    Small Town Life    Growing Smart*



Each year the projects in the strategic plan will be updated to align with the goals set by the Board of Commissioners during the budget process.

## Impact on Property Tax Rate

The Town of Zebulon Board of Commissioners adopted a nominal property tax increase of 0.2¢ in the FY'25 Budget from 57.5¢ to 57.7¢.

The small increase will provide significant benefit to the Town of Zebulon, its operations, and staff.



## Transportation Bond Order Approved

On June 18, 2024, the Town of Zebulon Board of Commissioners unanimously voted to approve a Transportation Bond Order of up to \$20 million. The bond referendum will go before the voters on November 5, 2024, needing a simple majority to be adopted.

If approved, the Town of Zebulon looks to prioritize two major street and sidewalk projects to begin with while allowing flexibility to add other projects and return in the future with a transportation and park bond, if needed.

Proposed Bond Projects:

- N. Arendell Access and Operational & Sidewalk Connection
  - Cost Est. \$4.25 Million
- Jones Connector and Proctor/Pearce Roundabout & Sidewalk Connection
  - Cost Est. \$8.25 Million

This is the first Bond Referendum held by the Town of Zebulon since 2008.



## Town of Zebulon Adopts \$29 Million Budget for Fiscal Year 2025

Come learn more about the highlights of the Town of Zebulon Fiscal Year 2025 Budget, including new amenities we're looking to provide and what this means for the future of the Town of Friendly People!



# About the Town Manager

Reporting to the 6-member Board of Commissioners, the Town Manager serves as the chief executive officer for the Town, managing a full array of services and a proposed FY 24-25 budget of \$28.5 million. The Town Manager is also an effective communicator, keeping Town Staff and the Board of Commissioners current on all relevant matters. The Town Manager, Town Attorney, Assistant Town Manager, and Directors comprise the Town of Zebulon's Management Team.

The Town Manager has authority over personnel administration, including selection, evaluation, and retention of key executive staff. As the Town's executive officer, the Town Manager ensures that the entire community is served effectively and efficiently by providing oversight of the Administration, Finance, Fire, Parks and Recreation, Planning, Police, Public Works, Communications, and Economic Development Departments.

## Profile

The Town Manager will be a proven and trustworthy leader with both a commitment to equitably serving all residents of a growing and diverse community and an openness to supporting the current vision of the Board of Commissioners. The Town Manager will also be a visionary leader with the foresight to keep the long-term health of the Town in mind and plan accordingly.

## Qualifications

The ideal candidate will have a master's degree in public administration, public policy, or related field and 10 years of increasingly responsible professional experience in municipal management with at least 6 years at the level of Department head or higher. Experience as a Deputy or Assistant City or Town Manager is preferred. Though not required, the selected candidate will ideally reside within the Town of Zebulon.

The ideal candidate will possess the following skills, knowledge, experience, and traits:

- Ability to build consensus across Town staff, the Board of Commissioners, and Town residents
- Ability to build rapport with residents and understand their needs
- Responsiveness to the needs of the Board of Commissioners and other stakeholders
- Familiarity with North Carolina Department of Transportation projects
- Experience in a fast-growing community
- Experience with human resources processes
- Ability to make and defend their decisions/positions, engendering confidence across groups
- Experience with grant writing is desirable

## To Apply

The Town of Zebulon is partnering with **PoliHire** in the search for the next Town Manager. If you are interested in this position, we invite you to [apply here](#). Please include only your name (Last, First) when submitting a cover letter and resume.