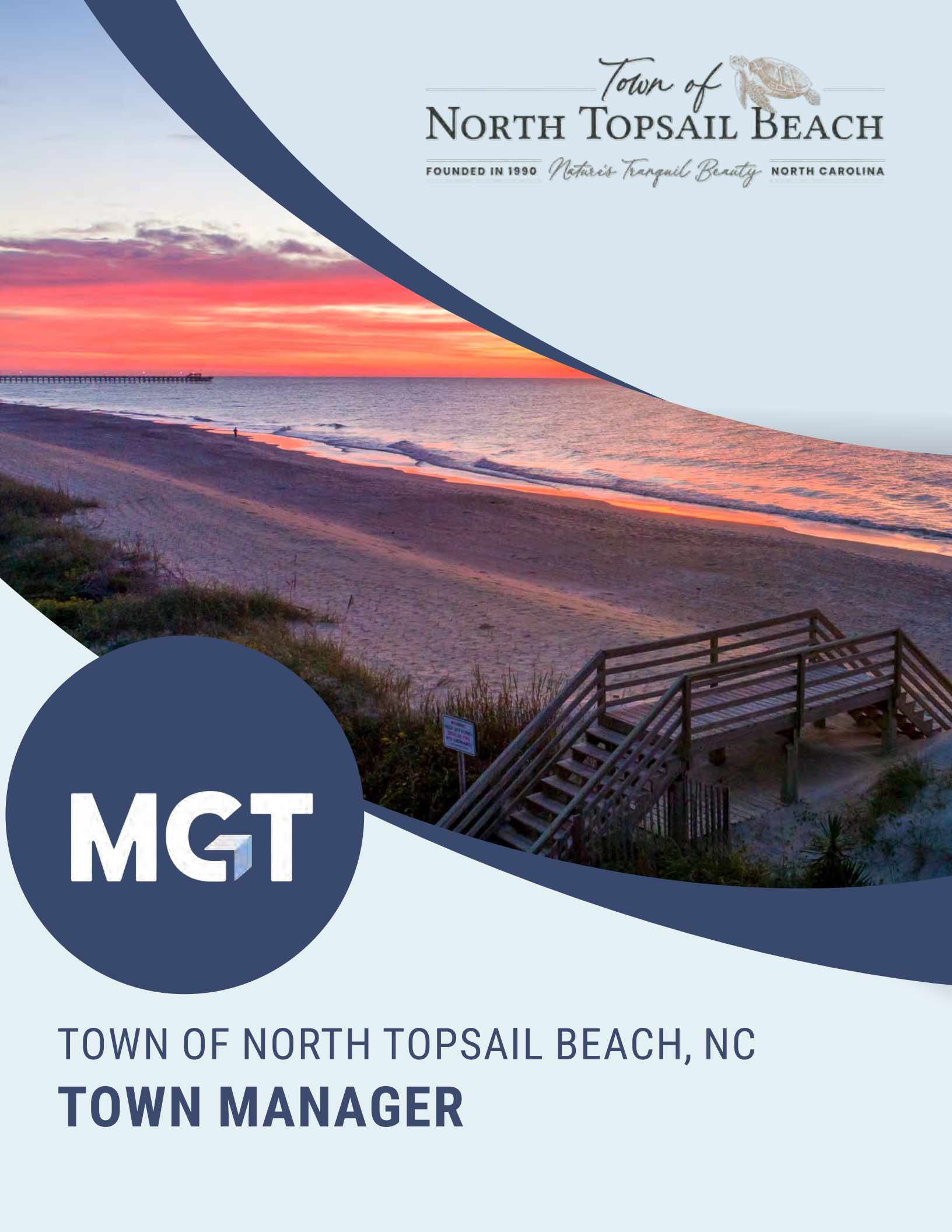


*Town of*   
**NORTH TOPSAIL BEACH**  
FOUNDED IN 1990 *Nature's Tranquil Beauty* NORTH CAROLINA



**MGT**

TOWN OF NORTH TOPSAIL BEACH, NC  
**TOWN MANAGER**

# TOWN OF NORTH TOPSAIL BEACH, NC

## TOWN MANAGER



The Town of North Topsail Beach, North Carolina (Pop.1.1K - 33K seasonally), is seeking a highly qualified local government professional to join its leadership team. Located on the northernmost part of Topsail Island, the Town seeks a strong and versatile leader with extensive management experience, capable of addressing the challenges of providing high quality services in a coastal community. As the Town's chief administrator, the Manager ensures that all laws and ordinances are enforced; appoints, supervises and removes employees; manages all Town departments; prepares and submits the annual budget; and advises the Board of Aldermen on financial conditions, trends and strategies.

North Topsail Beach is adjacent to Surf City and Topsail Beach on the south end of the island. Each town is unique, with North Topsail Beach being known for being relaxed and peaceful with an abundance of natural treasures. Wildlife, such as dolphins, sea turtles and shorebirds are regulars to the Town and you might even catch a glimpse of more elusive creatures such as bald eagles, and an occasional alligator in the backwaters.

The North Topsail Beach motto - *Nature's Tranquil Beauty* - says it all. From breathtaking sunrises to spectacular sunsets, from beautiful sandy beaches

to maritime forests, North Topsail Beach truly is an island paradise. It is known for its pristine, tranquil beaches, perfect for sunbathing, beachcombing, and water activities like kayaking and surfing. The area provides a relaxed, laid-back lifestyle, peaceful environment, and is ideal for those looking to escape the hustle and bustle of city life. It boasts a pleasant climate with many sunny days, making it enjoyable year-round.

This charming community is friendly and welcoming, making it a great place for single adults, families and retirees. Residents can enjoy a range of outdoor activities, including fishing, boating, and exploring the natural beauty of the area. While offering a serene setting, North Topsail Beach is still conveniently located near essential amenities and services.

The Town has two parks that also have boat launch areas for canoes, kayaks, and waterboards. The Rodney Knowles Park on Island Drive offers a sound side observation deck as well as a picnic area. The Richard C. Peters Park on New River Inlet Road is the larger of the Town parks and has a playground, nature trail, picnic area and two sound side piers. For outdoor enthusiasts, the park has tennis, volleyball and basketball courts as well.



North Topsail Beach hosts a variety of events throughout the year such as:

- Ocean City Jazz Festival: An annual celebration of jazz music featuring renowned artists in an intimate beachside setting.
- Local Community Events: Various community events such as the Town’s annual Christmas tree lighting and festivities, Howl-O-Ween pet parade and costume contest at Richard Peters Park, and other events such as the annual Sledgehammer Beach Run, the Rotary Club’s annual Shrimp Dip, and Turtle Talks during the summer season at Town Hall that are held by the Karen Beasley Sea Turtle Rescue and Rehabilitation Center.

You can find more details and upcoming events on platforms like the [Town’s website](#) and [Onslow County Tourism](#).

Located in Onslow County, North Topsail Beach is primarily residential with a population just over 1,100, but rises to 33,000 seasonally. The land area is 10.6 square miles. The median income is \$57,386 with a median age of 60.5 (2024).





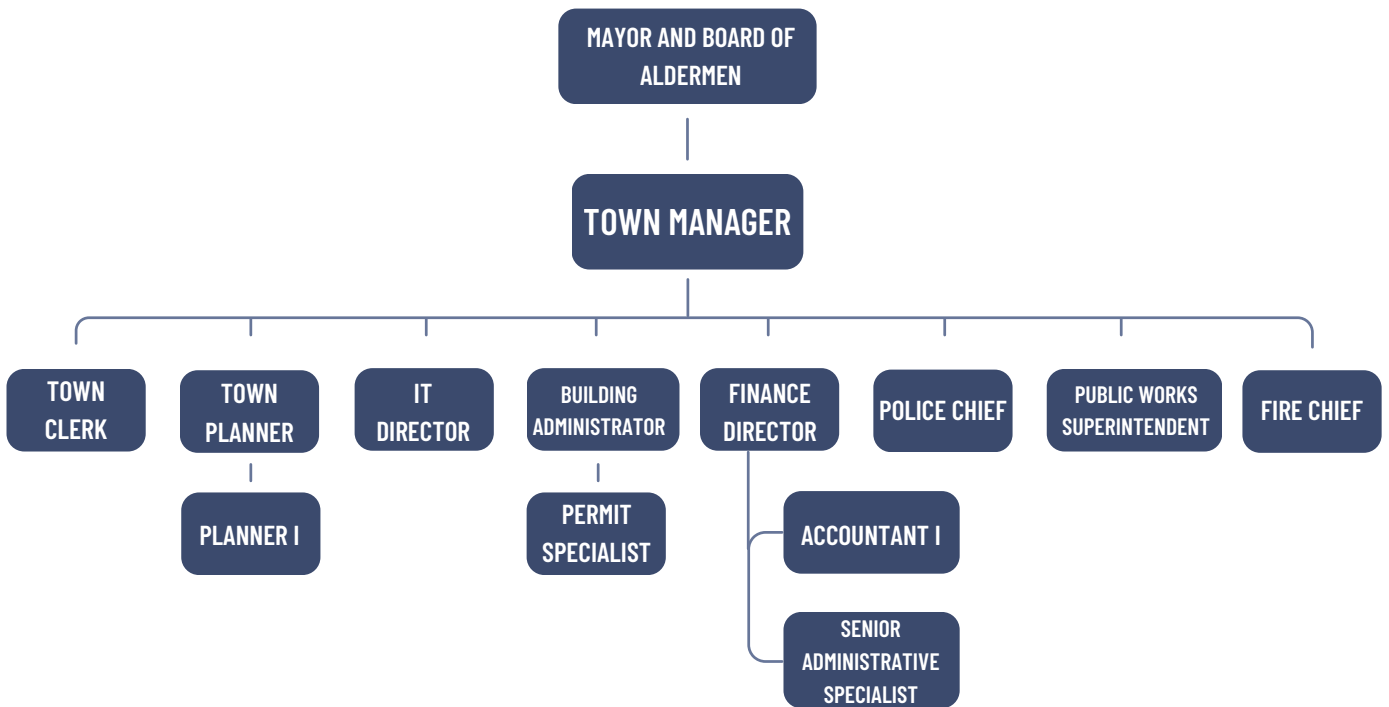
## TOWN GOVERNMENT

North Topsail Beach is organized under a Council-Manager form of government. In this system, residents elect a governing body, including a mayor and a board of aldermen, to adopt legislation and set policies. The Board of Aldermen is made up of 6 members, 5 aldermen, and a mayor. The mayor is elected every 2 years. Aldermen serve 4-year terms.

Town Government positions in FY 2026 are 45 FTE's and 11 PTE's spread among the following departments: Administration/Finance, IT, Planning, Inspections, Police, Public Works and Fire. In the current fiscal year, the adopted budget for all funds is \$9.42M.

The Board of Aldermen hires a manager, solely on the basis of the Manager's executive and administrative qualifications with broad executive authority to carry out Town policies and oversee the Town's day-to-day operations.


  
**ORGANIZATIONAL CHART**



## THE POSITION

- The Manager shall serve as the chief administrative officer as well as the Budget Officer and is the chief administrator of the Town responsible to the Board of Aldermen for administering all municipal affairs placed in their charge.
- The Manager shall appoint and suspend or remove all Town officers and employees not elected by the people, and whose appointment or removal is not otherwise provided for by law, except the Town Attorney, in accordance with such general personnel rules, regulations, policies or ordinances as the Board of Aldermen may adopt.

The Manager shall direct and supervise the administration of all departments, offices and agencies of the Town, subject to the general direction and control of the Board of Aldermen, except as otherwise provided by law. The Manager shall attend all meetings of the Board of Aldermen and recommend any measures that they deem expedient.

- The Manager shall prepare and submit the annual budget and capital program to the Board of Aldermen and shall annually submit to the Board of Aldermen and make available to the public a complete report on the finances and administrative activities of the Town as of the end of the fiscal year.





## CHALLENGES AND OPPORTUNITIES:

- The Town is positioned to take the next steps in renourishing its beaches, with a 5 mile multi-million-dollar project in the planning and permitting stage.
- Over the past several years the Town has substantially improved its balance sheet paid off millions of dollars in debt including most of its beach debt (final payment this fall) and has significant cash reserves in place.
- The Town recently completed almost 2.5 miles of beach renourishment so that more than one half of its 12 miles of beach are now engineered beaches. The beach project when completed will ensure that all of the Town's beaches are engineered.
- The Town has made significant capital expenditures- including a soon to be completed new south firehouse and a new firetruck-and has more planned for the future.
- This position offers the opportunity in a small-town environment to make a difference whether with residents, employees or public officials. The Town is uniquely positioned to continue moving toward excellence, and the Manager is an important part of that journey.

## MINIMUM QUALIFICATIONS:

- Requires a Bachelor's degree in Public Administration, Business Administration, or related field with ten years' experience in government; a minimum of seven years' experience in local government as an assistant city administrator, or director of a large / complex department or agency; extensive experience with budget and personnel management and a capital program; or an equivalent combination of education, training, and experience which provides the required skills, knowledge and abilities.
- Master's in public administration is preferred.



## OTHER IMPORTANT INFORMATION

Comprehensive Benefit Package: Employees of North Topsail Beach enjoy a range of benefits designed to support their well-being and professional growth. These benefits include:

- Health Insurance: Comprehensive health coverage options for those scheduled to work 30 hours per week on a continuous year-round basis.
- Group Life Insurance
- Retirement Plan: For employees who work 1,000 hours or more, participation in the North Carolina Local Governmental Employee Retirement System (NCLGERS) is mandatory with a 6% pretax contribution by the employee, and the employer contributes the amount determined by the system. In addition, all full-time employees may make voluntary contributions to the 401(k) Plan, and the Town will match up to 3% of their contributions.
- Paid Leave: Generous leave policies, including vacation, sick leave, and paid holidays.
- Employee Assistance Program (EAP): Access to resources for personal and professional support.
- Tuition Reimbursement and Professional Development: Resources for continuing education and training to improve skills for current positions or prepare for future promotions.
- Wellness Programs: Initiatives to promote health and wellness among employees.
- For more detailed information, you can refer to this Link: [Town of North Topsail Beach Personnel Policy](#).

The hiring range is \$140,000 - \$190,000 + depending on qualifications and experience.

Interested candidates should apply online by May 15, 2026. Qualified candidates are encouraged to apply online at [GovHRJobs.com](#) with a resume and cover letter. For more information or confidential questions, please feel free to contact Sarah McKee, Senior Consultant at 847-380-3240 ext. 120.

*The Town of North Topsail Beach is committed to compliance with the American Disabilities Act and is an Equal Opportunity Employer. Diversity and inclusion are critical to their success. No applicant or employee shall be deprived of employment opportunities because of such individual's race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability, familial status, or genetic information.*