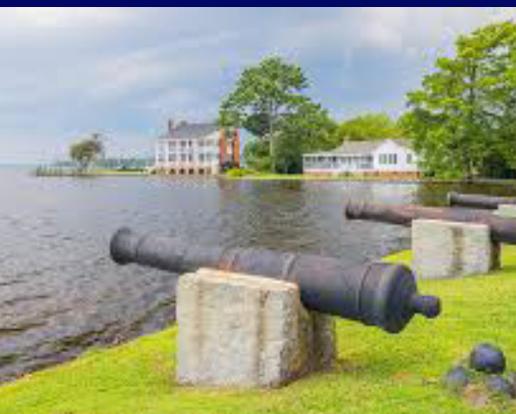


*The Town of Edenton  
invites your interest in the position of*

# **FIRE CHIEF**



*Edenton, NC - The Prettiest Small Town in the South.*

## WELCOME TO EDENTON

The Town of Edenton, NC is seeking a highly qualified professional to serve as its next Fire Chief. Nestled along the banks of the Inner Banks, Edenton is consistently recognized as the “South’s Prettiest Small Town” and one of the most desirable places to live and work in North Carolina. That quality of life is woven into the 18th-century architecture of our historic downtown, the scenic waterfront vistas of our harbor, and the welcoming spirit of a community that prides itself on authenticity, safety, and a deep sense of heritage.

Our community is rich with arts and history, anchored by the Chowan Arts Council and a thriving network of local galleries and live music venues. Residents enjoy a year-round calendar of events, from the vibrant street celebrations of “Boogie on Broad” to the artistic flair of “Easels in the Gardens” and the timeless charm of our Christmas Candlelight Tour.

Edenton offers a breathtaking landscape of waterfront vistas and winding tributaries in the heart of North Carolina’s Tidewater region. Residents enjoy access to world-class paddling on the Albemarle Regional Canoe Trails and boating at the Edenton Town Harbor. The Chowan River and Albemarle Sound provide ideal settings for sailing, kayaking, and premier bass fishing—recently hosting the Major League Fishing tour—while our historic tree-lined streets and parks offer picturesque terrain for walking and cycling.



Edenton offers a sophisticated after-hours culture that perfectly blends its 300-year history with a vibrant, modern social scene. Professionals and locals gather at waterfront anchors like The Herringbone, a reimaged 19th-century icehouse, or local favorites such as Waterman’s, 309 Bistro, and Downtown Roots. The town’s nightlife is defined by community-centric hubs like the Edenton Bay Trading



Company, famous for its courtyard “Vinyl Nights,” and the refined speakeasy atmosphere of Greybeards bourbon and cigar lounge. The Town’s combination of innovative dining, robust music circuit, and waterfront traditions further make it easy to transition from the workday to relaxed coastal evening.

Our families are served by the Edenton-Chowan School System, which consistently boasts a graduation rate that outpaces the state average. Complementing our K-12 system is the College of The Albemarle, which provides high-level academic and technical training. These institutions serve as vital cultural and economic stakeholders, fueling innovation, workforce development, and community engagement.

Edenton is home to coastal tranquility without the high cost of urban living. With a pro-business climate, a designated “Certified Retirement Community” status, and a focus on supporting entrepreneurs and remote workers, Edenton provides the perfect environment to build a career and a life in the beauty of North Carolina’s first colonial capital.



## TOWN GOVERNMENT

The Town of Edenton operates under a Council-Manager form of government with the Town Council consisting of a Mayor and six Council members, representing both specific wards and the town at large, each elected for four-year staggered terms. The Town Council appoints a professional Town Manager who serves as the chief administrative officer, overseeing day-to-day municipal services. The Town of Edenton operates under a multi-faceted mission focused on preservation, community engagement, and resilience. The Town functions in full partnership with its residents, business owners, and visitors to ensure that Edenton remains the most welcoming, thriving, and inspiring waterfront community in the South.

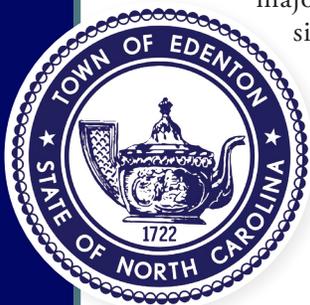


## THE DEPARTMENT AND POSITION

The Town of Edenton Fire Department serves both municipal and county areas, providing fire protection rated by the North Carolina Fire Marshal's office as a 5/9E ISO rating. The department employs both career firefighters and a dedicated volunteer force. The Town Council has recently authorized funding for the conversion of an existing facility into a new fire station. The new Fire Chief will have the opportunity to help oversee the final design, move-in, and operational setup of this modern facility with a goal of developing the training facility into a regional hub for public safety training.

Reporting to the Town Manager, the Fire Chief plans, organizes, and leads firefighting, rescue, training, public education, hazardous materials response, emergency management response, and fire prevention in protecting the lives and property of the Town and the wider district. The Chief establishes a vision of excellence for customer service and emergency response readiness as well as long range planning for programming, facilities, staff, and equipment needs. The Chief manages staff, prepares and monitors the budget, plans and evaluates work operations, and directs the hiring, training and performance of personnel and volunteers. The Chief evaluates the need for new equipment, technology, apparatus, stations, water supply, and programs, and ensures a program of fire prevention, inspections, and fire investigations. The Fire Chief also provides major incident response and may take command at the

site which requires the maintenance of skills in the use of firefighting and fire equipment operation. Oversight of a Fire Marshall and program of building inspections recommend certification as a Code Enforcement Official (CEO) and Fire Inspection. The Fire Chief job description is available upon request.



## DESIRED BACKGROUND AND QUALIFICATIONS

Graduation from an accredited college or university with a degree in public or business administration or related field and completion of advanced courses and seminars in fire administration and management and considerable management experience of an increasingly responsible level in fire suppression and/or prevention; or an equivalent combination of education and experience.

### Certification and Licenses

- IFSAC/Proboard Firefighter II certification required.
- IFSAC/Proboard Fire Officer III certification required with Fire Officer IV preferred.
- NC OSFM Chief 101 or ability to complete that course within one year of appointment.
- Code Enforcement Official (CEO) certification preferred.
- Possession of Emergency Vehicle Operator certification.
- Valid North Carolina driver's license or ability to obtain one by date of hire required.

## EXEMPLARY CANDIDATES

Edenton is looking for a Fire Chief who does more than manage; they innovate. We need a self-starter who looks around corners to identify issues before they arise and provides sound judgment and recommends effective solutions. The Fire Chief will lead with a hospitality-driven approach, treating every resident and visitor interaction with the concierge-level care for which Edenton is known. We further value a flexible leader and collaborator who contributes to the Town's most critical objectives and priorities where, when, and how they evolve. The Town further seeks a Fire Chief who engages and challenges the Fire Department to leverage both time and resources to enhance the established culture of community outreach and engagement.



## COMPENSATION AND BENEFITS

The expected starting salary range for the Fire Chief is \$ **\$85,811 - \$122,588 depending on experience and qualifications**. The Town prioritizes employee well-being through high-quality insurance plans and active wellness initiatives:

### Employer Paid Benefits:

- Medical coverage for the employee valued at \$12,511 per year for medical copay plan; or a range of \$2,400 to \$3,600 in employer contributions to the employee's medical HSA Plan depending upon tier.
- Dental coverage for the employee.
- Life insurance \$10K Life/AD&D.
- Paid vacation, sick and holiday leave with a floating holiday per calendar year.
- Longevity Pay for years of service.
- Certification Increases.

### Retirement:

- Enrollment in NC Local Government Retirement System with Town contribution of 14.38% of salary for General Employees when employee contributes 6% of salary.
- Enrollment in Empower 401K with Town contribution of 1% of salary for General Employees.

### Voluntary Benefits:

- Medical and dental coverage for dependents if they meet criteria for enrollment.
- Vision, critical illness, accident, cancer, short-term disability coverages, and life insurance.
- CIVIC Federal Credit Union membership.

**Other Benefits:** Cell Phone Stipend Program, Tuition Assistance Program.

## TO APPLY

Interested candidates are invited to apply by emailing the following items to **Jeff Hale, Senior Associate, Mercer Group Associates** at [jeffhale@localgovhrs.com](mailto:jeffhale@localgovhrs.com) by **11:59 PM EST on Friday, March 27, 2026**:

- Cover letter
- Resume
- List of five job related references with email and phone contact information
- Adobe pdf format is preferred.

*The Town of Edenton is an Equal Opportunity Employer.*



For questions, please contact: **Jeff Hale, Senior Associate, Mercer Group Associates** at [jeffhale@localgovhrs.com](mailto:jeffhale@localgovhrs.com), (706) 371-6126.

