

The Town Manager is appointed by the Board of Commissioners to implement the Board's policies, advise the Board on policy options and make policy recommendations when appropriate, and is responsible for the day-to-day management of Town operations. The Town Manager supervises all Town departments, and appoints all Town department directors. The Town Manager recommends an annual budget, property tax rate, and fees for service to the Board of Commissioners, and implements the activities included in the Town's annual budget and capital improvements program.

Questions or concerns about Town government, Town issues and initiatives, and/or Town staff may be directed to the Town Manager at 252-393-8483 or via email through this website.

Staff Contacts



[Frank Rush](#)

Town Manager

252-393-8483 [Email](#)

[Shawne Southard](#)

Administrative Assistant

252-393-8483 [Email](#)

[View PDF](#)

Directions

102 Dolphin Street
Cape Carteret, NC 28584
United States

[View in Google Maps](#)

34.68902912476, -77.06709086895