



Town Administrator Recruitment Profile

The Town of University Park, Maryland seeks a Town Administrator with strong leadership skills, to help advance community initiatives and manage its municipal government in innovative and cost-effective ways.

Incorporated in 1936, University Park is a small, picturesque community of 923 single-family homes (population) situated along the Route 1 corridor of northwestern Prince George's County, Maryland. Located a few miles from the diverse cultural and historic resources of Washington DC and within walking distance to the University of Maryland campus and new shops and restaurants, University Park is an enclave of safe, quiet streets, integrated parks, and quality housing with a strong sense of community and a well-educated and engaged constituency.

Vision and Values

University Park strives to be an inclusive, innovative, safe town that fosters a strong sense of community within a vibrant, growing urban area.

We value:

- Community responsive policing*
- Community engagement*
- Sound fiscal policy*
- Accountability and professionalism*
- Welcoming and inclusive community*
- Active environmental leadership*



Compensation

This position offers a competitive salary (starting range expected to be \$120,000 - \$150,000 DOQ) and an excellent benefits package including health, vision, dental, paid time off, eleven paid holidays, Maryland Retirement System and Mission Square defined contribution.

Qualified persons are invited to submit an application package no later than April 19, 2024. Please send a cover letter highlighting qualifications, resume, and at least three professional references in a single .pdf file to:

Angela A. Lawrence, Interim Town Administrator
alawrence@upmd.org

Subject: Town Administrator Search

The full job description is available upon request.

More information about University Park can be found at: www.upmd.org

Town Government

The Town is governed by a Mayor elected at-large and seven council members elected by ward. Council members serve two-year terms with a limit of three terms.

The Mayor, a directly elected position, presides at meetings, votes to break tie votes of the Council, may exercise a veto over Council actions, and appoints certain officials subject to Council confirmation. The Mayor serves a two-year term with a limit of four terms. The Mayor serves as the Chief Executive Officer.

The next municipal election will be held in May 2024.



The Town of University Park established a Town Administrator position in 2019. At that time, the position was part-time. In 2023, the Town hired the first full-time Interim Town Administrator. Although the Town still operates under a Mayor-Council form of government; the Charter and Code are currently under revision to include the Town Administrator's duties and responsibilities.

Due to sustained fiscal management, the Town government's financial condition is excellent. The annual general fund budget FY24 is approximately \$7.5 M, with a capital improvements budget of nearly \$620,000.

Town services are administered by four department heads supervised by the Town Administrator.

Town Services

The Town provides:

- Trash & Recycling
- Yard & Household Compost Services
- Street & Roads Maintenance
- Police Programs & Services
- Town Code Compliance
- Parks & Trails
- Building Maintenance
- Administration & Finance



Water and sewer services are provided by WSSC Water.



Preferred Characteristics

The Mayor and Council seek a Town Administrator who can lead with integrity, decisiveness, and competence. They have identified additional preferred qualities and practices and will look for evidence of them in interviews and reference checks.

✓ Professional knowledge

Previous experience as a Town/City/County Manager or Administrator is desirable, though the Town will consider applicants who have served as an Assistant or Department Head.

✓ Education & Experience

A bachelor's degree in a related field and three years management, including budgeting, experience is required. An advanced degree may be helpful.

✓ Municipal budgeting

Previous experience building and managing municipal budgets is critical.

✓ Professional Development

ICMA credentialed, or willingness to seek credentialing, and a commitment to active professional development.

✓ Facilitator in chief

The Administrator must be able to facilitate the work of the Council and their meetings in a manner that allows for divergent policy opinions to be expressed and decisions to be made efficiently. Practices the art of the possible.

✓ Comfortable “managing up”

The Administrator must be able to express disagreement or concerns to the Mayor and Council while still serving as the chief facilitator of the Council’s policy-setting work.

✓ Comfortable “managing out”

The Administrator must be approachable and collaborative with the public and other community stakeholders. A big part of this position is being visible, making connections, and solving problems.

✓ Stabilizing Force

The ability to think strategically and anticipate possible outcomes based on knowledge and experience.

✓ Inclusive style and presence

The Administrator must be comfortable developing and implementing governing and management processes that are inclusive and accessible.

✓ Consensus builder

The Manager must be skilled at finding common ground between different perspectives and helping to forge consensus.

✓ Pragmatic problem solver

This is a front-facing position for an individual who genuinely enjoys engaging with people and marshaling the resources to solve problems, complete projects, and deliver services.

✓ Project management skills

The Administrator must have the competencies for detailed planning, obtaining grants, tracking expenditures, and attentive oversight to ensure on-time project completion.

✓ Excellent Communicator

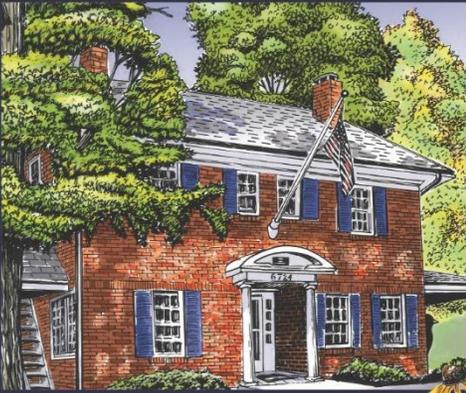
The Administrator must be an effective communicator in person and writing, both formally and informally.

✓ Excited for the challenge

The Administrator should be genuinely excited about the challenge of managing an engaged community and increasing the efficiency and effectiveness of day-to-day operations.



Town of University Park



RESIDENT GUIDE



Opportunities and Challenges

Residential Community

University Park (UP) is 100% residential. The citizenry is engaged, well-educated, and enthusiastic about living in UP. There are no businesses.

The Tax Base

The Town's primary tax base is real and property taxes, with another approximately \$1M coming from speed/red light cameras. ARPA funds will have been expended by the end of FY24.

Sustainability

UP is dedicated to sustainability in all aspects of operations and planning. The Town provides free car charging stations to its residents, offers weekly yard and food composting and recycling pickup, has instituted a gas-powered leaf blower ban, and plans infrastructure projects with long-term sustainability in mind. Residents and the Town work together maintain a pollinator garden, plant bio-retention facilities, and care for Wells Run.

Parks and Trails

The Town's one-mile trail runs along Wells Run and is the heart of the park system that includes a playground, new tot lot, sports field, tennis/pickle ball court, pollinator meadow, and 9-11 Memorial. The Town has pocket parks as well and is beginning the master planning process for parks and open space.

Infrastructure Projects

- **Town Hall**
UP is in the initial design phase of a Town Hall renovation project. This will provide updated facilities for staff as well as a public meeting space for council meetings and public functions. Currently, the Council meets virtually but is very eager to return to hybrid meetings.
- **Stormwater Management**
The Town completed a stormwater management study in 2023 and is moving forward to complete projects continually. Projects include bio-retention and micro-retention projects as well as storm drainage. The Town is also working with the County to complete specific projects to be transferred to the County.
- **Traffic Calming**
With increased development in the Town's surrounding UP and the elementary school located in Town limits, increased traffic
- **Streetlights**
The Town will be considering the purchase of streetlights from Pepco in the near future.
- **Wells Run Stream Restoration**
The Town has recently experienced water quality issues in the stream which traverses the Town. Continued monitoring and coordination with appropriate agencies is needed in the immediate future. Plans for a major stream restoration project, combined with stormwater management projects is a priority in the coming year.