

## TOWN OF UNIVERSITY PARK, MD

### JOB DESCRIPTION — PART-TIME TOWN ADMINISTRATOR

**TITLE:** Town Administrator

**FLSA Status:** Exempt

**GENERAL DESCRIPTION:** Working under the direction of the Mayor, the Town Administrator will provide management expertise in support of key functions of the Town government, including (but not limited to) strategic plan implementation, staff support to the council, grant writing, personnel management, code enforcement, communications, information technology management, and contract and project management. This is a part-time appointment.

#### **JOB FUNCTIONS:**

Attend regular and special Town Council meetings, and council committee meetings as needed

Provide staff input to Council on questions coming before it, gathering information from Department heads, other staff, and outside sources as appropriate

Meet regularly with the Mayor to support the Mayor's activities, and to provide information and recommendations

Convene regular staff meetings with Department Heads to provide coordination and leadership, and ensure that Council requests are followed up in timely fashion

Collaborate with the Mayor and Town Treasurer and Department Heads to develop annual operating and capital budget proposals, and seek cost efficiencies in town operations

Collaborate with the Mayor and Department heads to identify and pursue grants and other revenue opportunities, according to priorities determined by Mayor and Council, and provide oversight and management for grants received

With the Mayor and Treasurer, based on input from the Council, develop and implement a Capital Improvement Plan

Develop or update Standard Operating Procedures for Town administration, including information systems, records retention, personnel administration and human resources, operations under various hazardous or emergency situations (e.g., snow emergencies, flooding, major storms, power outages)

Collaborate with Department heads as appropriate to manage, or oversee the management of, Town projects, including assisting with Requests for Proposals and Quotations, reviewing scopes of work and bids, and ensuring that the Town applies for and obtains permits, licenses and other entitlements where required

Network and communicate with local, regional, state, and federal government officials on behalf of the Town, to become informed and inform the Mayor and Council of changes in policies and law that will or could affect the Town.

Purchase goods and services for the Town, in accordance with the Town's sustainable purchasing policy and other relevant aims and policies

#### **MINIMUM QUALIFICATIONS**

Undergraduate degree in a relevant discipline, or an equivalent level of professional experience.

Five years' experience in a responsible position in municipal administration or a closely related field, including supervisory experience.

#### NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of policies and practice in public administration; working knowledge of public finance, human resources, municipal law, public works, public safety and community development.

Ability to communicate effectively orally and in writing; prepare and analyze reports; carry projects to completion; establish and maintain effective working relationships with town staff, council, and residents.

Working knowledge of office computer systems, business software, social media, information security good practice, and relevant cloud-computing platforms.

Ability to work both independently and collaboratively, exercise sound professional judgement, guide staff, engage the community, develop new ideas, foster collegial relationships.

Valid State of Maryland driver's license.

#### **Physical Requirements:**

- Ability to lift/carry up to 25 lbs. without assistance.
- Performs sedentary work that involves walking or standing some of the time and involves sustained keyboard operations.

University Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.