

Town Administrator – Town of North Beach

The Town of North Beach, Maryland is seeking a proven leader and dedicated individual to fill the pivotal role as Town Administrator.

The Town of North Beach has a work force of 15 full-time employees and an estimated 40 seasonal part-time employees, providing municipal services including public works, water and sewer services, parks, beach, boardwalk and waterfront, and administrative services. The Town Administrator will oversee town staff and a budget of approximately \$3.5 million (general fund and water/sewer). The ideal candidate will have a well-rounded background with an understanding of municipal government operations covering many of the following areas: supervisory management, infrastructure maintenance and development, financial management and budgeting, general knowledge of planning, as well as creating collaborative initiatives with the State and County to promote economic development and plan for capital improvement projects. Superior communication and leadership skills must be accompanied by a successful employment history that highlights excellent customer service and a proven ability to collaborate with stakeholders including Mayor, Town Council, employees, residents, and the local business community.

Minimum Qualifications

- Bachelor's Degree in Business Administration, Public Administration, Finance or related field.
- At least five years' experience as a Town Administrator or Deputy Town Administrator. **OR**
 - At least five years' experience in a senior management role, preferably as a town administrator, city manager, deputy/assistant town administrator or city manager. **OR**
 - At least five years of senior management experience in government or a public agency, preferably with experience in human resource management, municipal budgeting and the development of long-range and strategic plans. **OR**
 - A minimum of five years of increasingly responsible experience in governmental management. **OR**
 - At least five years of direct experience working in local, state or federal government setting.
- Knowledge of practices and procedures of public administration with particular emphasis on local government organization, operating procedures and administrative operations.
- Knowledge of relevant state laws, local codes and department and town policies.
- Knowledge of procedures of the Mayor and Town Council.
- Excellent written and oral communication skills, and public speaking skills.
- Demonstrated leadership skills.
- Skills in planning, organizing, analyzing, decision making, problem solving and public and interpersonal relations, as well as preparing technical reports and formulating recommendations.
- Skill in operating general office equipment such as a computer, facsimile machine, calculator, copier and printer.
- Ability to establish and maintain effective working relationships with employees, town officials, town boards and commissions, the business community, state, county and federal officials.
- Ability to maintain confidentiality.

Desired Qualifications

- Master's Degree in Business Administration, Public Administration, Finance or related field.

Licenses and Certifications

- Valid Class C Maryland Driver's License is required.
- Additional licenses and certifications determined by the Mayor and Town Council.

General Purpose

The Town Administrator provides administrative leadership and representation on all matters concerning town government. The duties and responsibilities of the Town Administrator are determined by the Mayor. The Town Administrator is responsible for planning, directing, managing and reviewing all operations of the town; coordinating activities among town departments and outside agencies; ensuring financial integrity of the municipal organization; and, reports directly to the Mayor.

Supervisory Responsibilities

The Town Administrator carries out supervisory responsibilities in accordance with the town's policies and applicable laws. Responsibilities include the ability to effectively recommend hiring, promoting, and discharging employees. Specific supervisory duties include interviewing, training, planning, assigning, and directing work; conducting performance evaluations; rewarding and disciplining; grievances; addressing complaints and resolving problems of employees.

Essential Functions

The Town Administrator shall perform the following essential functions:

- Manage all day-to-day functions and operations of the town, including internal and external affairs of the town, and develop procedures and processes to implement the decisions of the Mayor.
- Direct day-to-day operations of the town through managers and department heads to include administrative and operational activities and problem solving. Effectively work with managers and department heads to create, evaluate and administer departmental programs and services. Make recommendations to the Mayor that ensures the integrity of operations and informs the Mayor of all activities of the staff.
- Attend all Town Council meetings and Work Sessions.
- Interact with the Town Clerk to oversee the preparation of meeting agendas and supporting materials, present recommendations to the Town Council, and respond to questions and direction from the Town Council.
- Monitor overall fiscal activity, apprise the Mayor regarding ongoing financial status of the town, recommend actions as appropriate, ensure the annual audit is performed competently and in accordance with auditing standards contained in Government Auditing Standards.
- Assist the Mayor in responding to citizen inquiries and resolving complaints or refer such matters to appropriate department managers when necessary and ensure resolution of such issues.

- Prepare grant applications ensuring all requirements for funding and operations can be met within town policies.
- Create, manage and distribute requests for proposals to vendors who may be interested in providing a specific service or product.
- Stay abreast of current local and state government trends and best practices.
- Research, analyze, and make recommendations for cost-effective improvements to town operations.
- Conduct and prepare annual performance evaluations of town staff.
- Prepare and present monthly reports to the Mayor and Town Council.
- Perform other duties as assigned and report directly to the Mayor.

Knowledge, Skills and Abilities

The ideal candidate will possess the following knowledge, skills and abilities:

- Highly self-motivated, extraordinary judgement, excellent communication skills, exemplary writing ability, and ability to protect and maintain confidential information.
- Demonstrated skills and knowledge of business administration, personnel management, office procedures and development of such policies and procedures.
- Ability to successfully establish priorities, effectively organize workload, and efficiently prepare and maintain official town records.
- Properly respond to emergency situations and competently complete tasks and projects under pressure.
- Knowledge of municipal organization and functions, Town Charter and Town Ordinances.
- Ability to apply principles and practices of maintaining town financial records.
- Successfully establish and maintain cooperative working relationships with Town Council, government officials, community groups, the general public, members and staff of the Maryland Municipal League, and media representatives.
- Ability to delegate authority and responsibility to department heads and to maintain an effective organization.
- Demonstrated skills in resolving problems and situations requiring the exercise of good judgment.
- Ability to work effectively under time constraints to meet deadlines.
- Advanced knowledge of computer software applications, such as spreadsheet and word processing applications, office procedures and equipment.

To Apply

To apply for the position of Town Administrator for the Town of North Beach, please submit a cover letter and accompanying resume via email exclusively to Mayor Mike Benton at mbenton@northbeachmd.org.