



Town of Upper Marlboro

Job Descriptions

Position Title: Town Administrator

Department: Town Management/General Government

Direct Report: President & Board of Town Commissioners

Classification Description Summary

Under direction, this position performs complex professional, administrative and management work in providing daily control over ongoing town activities as well as assisting the Board of Commissioners to discharge the duties of the office; and all other related work as required. The Town Administrator is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. This position is designated in the Town Charter.

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Supervises, directs, and assumes responsibility for the efficient administration of all functions and activities for which the office of Town Administrator is given authority, responsibility, or control by by-law, the President/Mayor, or the Board of Town Commissioners.
- Assists the President, Treasurer, and Board of Commissioners with the Planning & Development of the annual Town Budget.
- Works with the President, Treasurer, and Director of Finance to oversee the Town's day-to-day financial operations.
- Responsible for the administration of town personnel policies and practices, rules and regulations, and programs of the Board of Town Commissioners.
- Makes recommendations on personnel staffing requirements to the Board of Town Commissioners.
- Evaluate the effectiveness of units reporting to him/her and take actions necessary to achieve optimum performance levels.
- Oversees risk management for the Town, including health, life, worker's compensation, fleet, property, and liability. Works closely with vendors and consultants and makes recommendations to the Board concerning choice of carriers and long-term strategy.
- Work with the Town's Board and Government Relations firm to strategize and plan the Town's legislative priorities on the Federal, State, and local level.
- May be called to represent the Town on Federal, State, or local-level Boards, commissions, or advisory groups.
- Works with the Board of Town Commissioners, Town Attorney, and Town Clerk to draft, plan, implement, and receive public input on Town legislation.
- Develop working relationships with Federal, State, and local-level officials.

- Answers complaints and refers complaints to the proper Town department for attention, submits recommendations for the disposition of specific complaints to the Board of Commissioners.
- Oversees the Town's social media, communication, and outreach functions. Works with the Town's Media Relations firm to develop press releases.
- Works with Department heads to oversee and manage special, capital, or large-scale projects and initiatives.
- Coordinates with Department heads and Town Committees, volunteers, and stakeholders to plan and carry out large-scale Town events.
- Acts as primary liaison with all legal counsels on matters relevant to the Town and assists Town Counsel with litigation preparation.
- Works with the Town Clerk to plan meeting agendas, packets, and schedules of the Board of Town Commissioners.
- Oversees the Town's Information Technology infrastructure and coordinates with the Town's IT firm on routine maintenance, upgrades, and security.
- Provides training support for newly elected Town Commissioners, including but not limited to policies and current issues and background information.
- Works with the Director of Finance to complete the annual Town Budget audit.
- Should track the progress and provide support as needed to Town Committees.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Knowledge of public administration, budgeting and municipal accounting standards.
- Ability to maintain Town's financial regulatory compliance.
- Ability to express ideas clearly and concisely, both orally and in writing with tact and diplomacy.
- Ability to problem solve by researching alternatives and developing creative solutions.
- Ability to keep office records and to prepare accurate reports from file sources.
- Ability to perform and organize work independently.
- General knowledge of current office practices and procedures and knowledge of the operation of standard
- office equipment and software, including Microsoft Office, automated payroll services, and financial software.
- Ability to interpret and implement local policies and procedures, written instructions, general correspondence, and Federal, State, and local regulations.
- Ability to maintain discretion regarding business-related files, reports and conversations within the provision of open records law and other applicable State and Federal Statutes and Regulations.
- Organizational and time management skills needed to meet deadlines.
- Other duties as assigned.

Minimum Qualifications

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training

- Bachelor's degree from an accredited college or university with major course work in public administration or related field.
- Master's degree preferred.
- Spanish speaking or other special language skills preferred.

Experience

- Ten (10) years of increasingly responsible professional-level municipal governmental experience, preferably in a variety of municipal departments.

Physical Demands and Working Environment

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

Environment: Work is performed primarily in a standard office setting at Town Hall.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.