



Town of Colmar Manor

Job Description



Town Administrator – Full Time

The Town of Colmar Manor seeks a Full Time Town Administrator with 5+ years of municipal experience. This position directs, coordinates and conducts the overall administration of the affairs of the Town. The Administrator is responsible for the efficient and impartial application and enforcement of all laws, ordinances, resolutions, Charter, and Codes of the Town of Colmar Manor. This position is highly visible and requires working with other agencies and political representatives. All candidates must have a high level of professionalism and excellent communication skills, written and verbal. Bi-lingual proficiency in English and Spanish is highly preferred. The Administrator serves at the pleasure of the Mayor and Town Council.

Essential Job Functions:

- Supervise Staff
- Employee performance evaluations
- Grant/ proposal writing and administration
- Tracking of legislation
- Assist with budget preparation and financial management
- Administration & oversight of contracts
- Plans, develops and coordinates programs and activities of all operations of the Town (e.g. special events, workshops, meetings, etc.);
- Provides information to the public, as well as the staff, concerning policies and programs of the Town, Mayor and Council, including a monthly bi-lingual newsletter in electronic and paper formats and oversees the efficient dissemination thereof.
- Develops written policies, ordinances, resolutions, contracts, and other related matters on behalf of the Mayor and Council
- Serves as liaison with Federal, State, County, local legislators, governmental and quasi-governmental agencies, provides regular updates on national/state/local activities impacting on local municipalities facility exchange and application of innovative approaches.
- Incumbent will be required to give reports at monthly Town Meetings, as well as be present at Port Town Quarterly Meetings and other meetings as required.

Demonstrated Ability To:

- Plan, organize, delegate, supervise and inspect the work of professional, technical, and support personnel.
- Multi-task, as evidenced by past successes in similar setting;
- Develop and implement work plans and programs
- Prepare and present technical and statistical reports
- Effectively negotiate and resolve disputes
- Establish a professional environment and maintain effective working relationships with employees, Town officials, the business community, the general public, and State, Regional, and Federal Officials
- Communicate and write effectively
- A minimum of a Bachelor's degree in Public Administration or equivalent is preferred

Salary and Benefit Package Total \$90,000

The position will remain open until filled

To apply please submit your resume via:

Email: jobs@colmarmanor.org

Fax: 301-699-5245

Mail: 3701 Lawrence Street, Colmar Manor, Maryland 20722