

Town Manager

General Position

Town Manager - The Town of Glen Echo, Maryland, seeks a professional to oversee the operation of Town affairs in accordance with the Town Charter and Code. The Manager reports directly to the Mayor and Town Council and the position's primary function is to manage the day-to-day operations of the Town, while working with contractual staff, to include administrative, financial, legal, and permitting services and support.

Glen Echo

The Town of Glen Echo is a small municipality consisting of 100 homes and a few businesses located in southern Montgomery County, near Washington DC. Glen Echo is defined by its small-town friendly charm, rich cultural history, and a strong sense of community. Established in 1904, the town borders the historical Glen Echo Park and Clara Barton House, owned by the National Park Service

Role and Responsibilities

Primary responsibilities include, but are not limited to, the following:

Municipal Operations

- Manages the day-to-day operations of the Town.
- Represents and advocates on behalf of the Town on issues of interest and concern. Builds relationships and maintains communications as needed with other municipalities, government agencies, and the Maryland Municipal League to support Town operations and share information and best practices.
- Administers Town ordinances, as required; implements policies and directives from the Council; and ensures Town compliance with federal, state, and Town laws and regulations.
- Manages and supervises Town projects with Town Engineers and consultants as needed.
- Works with permit review service consultants to process and issue Town building permits and variances. Receives bond payments and works with permit services to resolve and issue bond reimbursements.
- Ensures Town parks, roads and trees are consistently well maintained by landscape contractors.
- Serves as liaison between the Town and local utility companies (Pepco, Washington Gas, WSSC, Verizon, Comcast), contractors and state/county organizations regarding utility maintenance and upgrades. Communicates with Glen Echo Park, the George Washington Parkway Superintendent and NPS as needed.
- Initiates appropriate disaster recovery in response to snow, storm, utility outages or other unforeseen events to mitigate damage to property or persons.

Governance and Administration

- Manages and supports monthly Town meetings, committees, and related activities. Collaborates and coordinates with the Mayor the development of Council meeting agendas and packets and oversees timely creation and distribution of minutes and public notices.
- Provides information and advises the Council and Mayor regarding Town issues and affairs. Keeps the Council and Mayor apprised of changes in relevant federal and state laws and regulations and advises them on issues of compliance.
- Oversees maintenance of and serves as custodian for Town records, including the Town Charter, ordinances, policies, and building permits. Responds to Public Information Act requests. Maintains election rolls and coordinates conduct of elections with the election supervisor in Town.
- Creates bid packages for Town contract work; negotiates and administers contracts with service providers to ensure that work performed under these contracts is done to specification; and performs contract and performance review with contractors as-needed.
- Stays informed regarding availability of special/supplemental funding, including state and federal grants and reimbursements, e.g., ARPA, FEMA, Chesapeake Bay Trust. Coordinates applications for funding and manages required reporting and record keeping.
- Maintains Town Hall, scheduling with maintenance company and multiple inspections yearly with various vendors. Oversees maintenance needs of the tenant Post Office.
- Manage and schedule Town Hall rentals. Ensures Town Hall is clean and well stocked for rentals.
- Plans and staffs 3-4 annual Town events
- Works with the Town's Green Team to maintain Sustainable Maryland Certification.

Communications and Resident Services

- Maintains open, effective, prompt, and responsive communication with Town residents consistent with the Town's history of an open, caring style of government.
- Responds to resident concerns, needs, and complaints; develops and maintains relationships with Town residents.
- Oversees all Town communications, including: timely creation and distribution of minutes and public notices; and maintenance of the Town websites, Constant Contact mailing lists, and other informational documents.
- Ensures new residents receive directories and information related to services provided by the Town as well as Town permit requirements. Helps new residents understand the unique nature of living in a municipality.

Finances

- Responsible for short- and long-term financial planning and management.

- Collaborates with the Mayor and prepares the proposed annual budget for the Town and provides monthly updates and status reports on approved budgets at Council Meetings. Prepares budget amendments as needed.
- Provides guidance to the Council regarding cash and investment management approaches, capital improvement planning, revenue enhancement, cost containment strategies, and grant opportunities.
- Pays bills on time using Quickbooks, reconciles accounts each month. Make deposits as needed.
- Manages all Town finances, disbursements, and receipts. Creates accurate and reconciled accounting of all financial activity. Provides accurate and complete financial records to the Town's auditor annually to conduct the state-mandated annual audit.
- Manages investments in compliance with the Town investment policy.

Personnel

- Fosters a positive Town Hall environment that delivers excellence consistent with the unique character of the Town of Glen Echo.
- Identifies and pursues professional development opportunities. Attends Maryland Municipal Chapter meetings and state conferences with approval of the Mayor.

Performs other duties as assigned.

Qualifications

Minimum Qualifications

- The ideal candidate can work independently, is an organized self starter and has a positive and warm communication style.
- Effective oral and written communication skills, including the ability to provide concise and accurate information about potential complex issues
- Work patiently and effectively with citizens, elected officials, and contractors.
- Adaptive leadership skills and independent judgment. Ability to lead and respond to unplanned change effectively.
- Prioritize major budget and operating tasks in coordination with Council and Mayor.
- Knowledge of and/or interest in the organization, functions, and goals of municipal government as well as applicable laws and best practices.
- Improve processes where appropriate and set measurable objectives.
- Maintain complete, accurate systems of records, following records retention policy.

Education and Experience

- Bachelor's degree, with coursework in public or business administration, political science, or a closely related field preferred

Desired or Preferred Qualifications

- A minimum of two years of relevant experience, demonstrating progressively responsible budget and project/operations management.
- Direct experience working with a municipality or local government while serving internal and external customers with superior interpersonal skills, or comparable experience in a membership - or constituency-based organization.
- Experience with procurement and grants applications and processes.
- Proficiency or willing to learn Constant Contact, wordpress, zoom, google drive, word, excel, QuickBooks.

Work Environment

- Work Hours: 35-hour work week, Monday through Friday, with required attendance at evening Monthly Council Meetings. Occasional weekend or evening hours are minimal. The employee works primarily in Glen Echo's Town Hall office. Hybrid work option may be available with the approval of the Mayor.

Salary and Benefits:

- Salary range up to \$74,000.00 Actual salary to be based on experience / qualifications. Benefits include federal holidays, PTO, sick days, and 80% health insurance premium coverage.

To Apply: Send Resume, Cover letter, and three professional references in one PDF to MayorCostello@glenecho.org. Closing Date December 1. Starting date early 2024.