



Town of Princess Anne TOWN MANAGER POSITION

Duties: Under the general supervision of the Princess Anne Town Commissioners, serves as the chief operating and administrative officer for the Town of Princess Anne, and directs the operation of departments within general government, assuring compliance with policies established by the Town Commission within the limits of the Town's charter, code, state, federal and all other applicable laws; performs other duties as assigned.

Requirements: Directs and manages the operations of the Town by directing all Town functions; Supervises all subordinate department heads and administrative staff. Hires, trains, evaluates, disciplines, and oversees this process for all Town employees through subordinate managers; Participates in the resolution of inquiries and complaints from the public, and other organizations; Establishes, monitors, and evaluates progress towards goals and objectives of the administration; Represents the Town at various meetings, serves as a liaison to various civic and/or government organizations and committees; Confers regularly with officials from other municipalities, counties, school boards, Main Street Princess Anne, Chambers of Commerce, and authorities and commissions; Assists the Town Commission with strategic and long-range planning for the Town; Oversees professional contractors and/or consultants providing services for Town projects; Responsible for the preparation of the annual budget and CIP; prepares, reviews budget requests from all Town departments and functions, and schedules all budget meetings and workshops.

Education and Experience: Degree in public or business administration preferred; and/or two years of executive-level/local government experience; or other equivalent training, education, and/or experience; and a Valid State of Maryland Driver's License. Residency or willingness to relocate to the Town of Princess Anne is preferred but not mandatory.

Salary: begins at \$60,000; negotiable, dependent upon experience.
Exempt, Full Range of Benefits

Closing Date: Monday, February 1, 2021

To Apply: Send cover letter, completed Town application, and detailed resume/
CV, to: President and Commissioners, Town of Princess Anne
30489 Broad Street, Princess Anne, Maryland 21853 or
e-mail frontdesk@townofprincessanne.org.

The Town of Princess Anne has a Population 3,200, and is located on U.S. Route 13, in Somerset County, Maryland. The Town has a five-member Town Commission; 24 full-time employees; and a \$2.5M budget.
The Town of Princess Anne is an Equal Opportunity Employer.

For additional information, visit townofprincessanne.org.