Position Announcement

An opportunity exists for an individual to serve as Town manager of Princess Anne. The Town Manager is responsible for the operation and management of the town office, which has an annual budget of approximately $3.3 million and a staff of about 24. Staff includes the Police Department, Public Works Department, Code Enforcement Officer, Office Manager, Executive Assistant, and Office Assistant. Additional duties include grant writing, budgeting, personnel, and special projects. Princess Anne has one of the most energetic, experienced, and successful police departments in the area, with a proactive community-policing program. The Town manager works at the discretion of five elected Town Commissioners. The Town Office is opened 8:30 a.m. to 4:30 p.m. Monday through Friday.

The start date for this position will be May 1, 2014. Residency in or willingness to relocate to the tri-county area, Wicomico, Worcester or Somerset is a must.

Princess Anne (population 3200) is located on Route 13 between Salisbury and Pocomoke City on Maryland's Eastern Shore, about 40 miles from the Atlantic Ocean and 15 minutes from tributaries of the Chesapeake Bay. It has a rich colonial history and architecture and is home to the University of Maryland Eastern Shore, a beautiful land grant university in the University System of Maryland, with many modern facilities available to the community. The town's economy is balanced by the presence of the county courthouse, numerous small businesses, shops and restaurants, the university, a state correctional institution, and robust agriculture and tourism industries. The library is modern, active, and well connected. The population is diverse and integrated. Housing costs are low. It is a charming place to live and work.

Qualifications: The successful candidate must have

- Strong skills in oral, written, and interpersonal communication
- Experience with computers
- Strong financial background
- Familiarity with municipal fiscal affairs, emergency operations, and rural development issues
- Proven ability to promote the town and be responsive to its residents
- Evidence of creativity, resourcefulness, leadership, and good judgment

High school diploma required; college degree in related field strongly preferred. Ten years of Municipal experience required. Experience in a supervisory role is required. Project management experience is highly desirable.

Compensation: Salary in the $55,000-$70,000 range. Benefits include Maryland State Retirement Plan with a 7% employee contribution option. Also, group health, dental, and vision insurance (including zero deductible on major medical expenses), ample paid vacation and sick leave. AFLAC supplementary insurance includes pre-tax plus life and disability insurance. Membership in the state employees' credit union and tuition reimbursement for job-related educational expenses is also available. The Town Manager has a private office at the Town Hall and a designated parking space.

To apply, send letter of application, resume, and the names and addresses of five (5) references to President Garland Hayward, Search Committee Chairman, Town Office, 30489 Broad Street, Princess Anne, MD 21853. Application closing date is March 7, 2014. For more information, call 410-651-1818.

The Town of Princess Anne is an equal opportunity employer.