



City Manager
Salary: \$100,000

The City of Glenarden (population 6,178), a growing City located just outside of Washington, D.C., is seeking a strong leader and experienced City Manager to provide effective leadership while coordinating the day-to-day activities of the City. The City Manager is the administrative head of the City of Glenarden and is responsible for the City's overall management and administration. The City Manager assist with the development of City policies and carries out such established by ordinances, resolutions, and council and the mayor's directives. The City Manager exercise supervision over the City's general affairs and all employees and contractors. He/she must plan, organize, and direct the overall City government, monitor the City's activities, and ensure that council policies and directives are properly implemented and monitor.

The City Manager is expected to demonstrate excellent leadership; operated in a principled and civil manner at all times; place City residents first at all times and serve as an effective advocate for the interests of the City and residents. The City Manager works at the pleasure of the Mayor or Council.

PRIMARY FUNCTIONS

- The City Manager shall be the chief administrative officer of the city and shall be responsible to the Mayor for the administration of all City affairs placed in his or her charge by the Mayor or under the City Charter; with the exception of Public Safety, in which is the responsibility of the Chief of Police.
- Be responsible for the enforcement of all personnel rules and regulations adopted by the Council.
- Exercise administrative control over all City departments and agencies.
- Establish, within City policy, appropriate service, and staffing levels. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures.
- Plan, direct, and coordinate, through staff, the work projects and programmatic area of responsibility. Review and evaluate work methods and procedures. Meet with management staff to identify and resolve problems.
- Assist in the preparation of the annual City budget by coordinating the requests and suggestions of the Mayor, the Council, department and agency heads, and other concerned city personnel; drafting a proposed budget; and assisting the Mayor in preparation of the annual budget message as required by Section 804(b) of the City Charter.
- Attend and participate in professional group meetings; community organization efforts; stay abreast of latest trends and innovations in the field of City management and administration.
- Monitor and respond to community satisfaction with City priorities, projects, and operations.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints, as needed.
- Acts as economic development director for the City on behalf of the Mayor or resolution from the Council. Meets with prospective business leaders, develops incentive packages for attracting

businesses, and meets with Prince George's County economic development committee concerning Mayor and Council approved potential area of development within the City.

- Authorize all purchases of supplies and equipment, in line with the established budget and the availability of specifically allotted funds as authorized by the Council.
- Perform other duties as authorized by the Mayor or outlined elsewhere in the charter as pertaining to the authorized administrative duties of the city manager.

QUALIFICATIONS:

- A bachelor's degree in public administration, business administration, accounting, finance, public policy, or related field is required.
- A Master's Degree in public or business administration, planning; or a related field is preferred.
- Seven years of increasingly responsible experience in municipal government, including five years of administration and supervisory responsibility.
- Managerial and personnel administration experience in the public and/or private sectors.
- *Any equivalent combination of education and experience will be considered.*

EACH APPLICANT MUST INCLUDE INFORMATION THAT CLEARLY DEMONSTRATES THE ABOVE QUALIFICATIONS FOR THIS POSITION.

LICENSE AND CERTIFICATION:

- Valid driver's license
- International City/County Management Association (ICMA) manager credential or intent to obtain credential is preferred.

This is a full-time permanent position and is deemed essential. Days and hours of operation are Monday through Friday, 8:30 am – 5:00 pm. May be expected to work evenings and/or weekends during City sponsored events. If selected, the candidate will be required to complete a background check as well as a drug and alcohol screening. Starting salary **\$100,000 per year**. Please submit your resume to Karen Shoultz at kshoultz@cityofglenarden.org. **Closing date November 19, 2021.**