

TOWN ADMINISTRATOR TOWN OF CHESAPEAKE BEACH, MARYLAND

The Town of Chesapeake Beach, Maryland, is seeking an experienced town or city management professional to follow the lead of the Mayor and continue the positive overall leadership of the Town government. The successful candidate will also be responsible for continuing to manage and direct the Town's operations on a day-to-day basis in a high quality and customer-oriented manner.

The Town of Chesapeake Beach is seeking a proven, dedicated, responsive, and experienced individual for its new Town Administrator. The Mayor prefers its new Town Administrator to be an individual who possesses at least five to seven years in a local government leadership and management capacity. A degree in Business Administration, Public Administration or a related field is preferred as is experience with Maryland state bureaucracy or similar governments, the public sector, units of government, vendors and law enforcement agencies.

The ideal candidate for the position of Town Administrator for the Town of Chesapeake Beach will be a strong leader with proven management experience, especially working in a community where citizens' expectations of local government are high. The successful candidate will be a sharp self-starter who can establish excellent relationships with outside entities, a pro-active individual, someone who can get into the details, but also can keep an eye on the overall day-to-day management of the Town, someone up on the latest technology for local governments, and a person who makes good decisions and thinks for themselves.

The Town Administrator of the Town of Chesapeake Beach is responsible to the Mayor for the day-to-day management of the operation of the Town of Chesapeake Town government. The Town Administrator is appointed by and serves at the pleasure of the Mayor.

The Town Administrator serves as the Chief Administrative Officer of the Town and is charged with the responsibilities of supervision, coordination and administration of Town Departmental activities.

The Mayor strongly believes in continued professional development and growth for key employees and has a track record of regularly investing in that in such organizations as Leadership Maryland, Maryland City/County Management Association, Maryland Municipal Association, et al.

The Town of Chesapeake Beach possesses a current estimated population of 5,806. It is a beautiful bayside community located in Calvert County, Maryland, where there are still places to discover and to enjoy with your family and friends. The total land area is 2.79 square miles and the Town sits 49 feet above Chesapeake Bay.

The Mayor is directly elected by the qualified voters of the Town for a four-year term. Council Members are elected at-large and are elected to four-year terms. The Mayor and

Town Council are elected on a non-partisan basis and are not compensated for their work except for payment of legitimate Town expenses. The Council is responsible, among other things, for passing ordinances, adopting the budget, appointing committees, and affirming the hiring of both the government's Town Clerk and Town Treasurer. The Mayor hires a Town Administrator to manage the day-to-day activities of the Town government.

The Town Administrator is responsible for carrying out the policies and ordinances of the Mayor and Town Council, and for overseeing the day-to-day operations of the Town government. With the concurrence of the Mayor, the Town Administrator appoints the heads of the various departments which includes a regional wastewater treatment facility (with North Beach and Calvert County), a self-supporting water park, ball field, public works (including operation of the water system, snow plowing and the sewer collection system), overseeing the needs of a large increase in seasonal residents and the resultant large growth in seasonal employees, Treasurer/Finance & Budget, Planning and Economic Development, and police protection through a contract with Calvert County Sheriff's Department.

The FY 2014 all-funds Town budget is \$11M and there are 20-30 year-round FTE Town employees, increasing by about 150 part-time seasonal employees in the summer. The Town government is financially stable and is well-prepared to anticipate the future.

The Town Administrator of the Town of Chesapeake Beach is the top appointed official of the Town government. The starting salary for the position will be dependent on the experience and qualifications of the selected individual. In addition, reasonable relocation expenses (as appropriate) will be provided to the successful candidate. Residency in the Town of Chesapeake Beach is not mandated but is preferred of the successful candidate.

For additional information on this outstanding opportunity, please contact James L. Mercer, President/CEO, The Mercer Group, Inc. at 770-551-0403; jmercer@mercergroupinc.com.

Confidential resumes should be sent by close of business August 8, 2014, to **James L. Mercer, President/CEO, The Mercer Group, Inc., 5579B Chamblee Dunwoody Road, #511, Atlanta, GA 30338. Voice: 770-551-0403, Fax: 770-399-9749. E-Mail: jmercer@mercergroupinc.com, Website: www.mercergroupinc.com EOE**

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