

CITY ADMINISTRATIVE OFFICER CITY OF NEW CARROLLTON, MARYLAND

New Carrollton is currently looking for a highly qualified, detail-oriented, self-motivated, progressive leader for the position of City Administrative Officer (CAO). While the CAO is appointed by and reports directly to the Mayor under a Strong Mayor form of government, the CAO is expected to partner and work in conjunction with the Chief of Police and Director of Public Works to oversee the day-to-day operations of the City.

The City Administrative Officer position is extremely hands-on and is in need of an innovative, progressive, technologically savvy professional. The CAO must be fiscally responsible and exude a high level of integrity at all times. The ideal candidate must also be an avid listener, critical thinker and possess excellent interpersonal, oral and written communication skills. The ability to effectively communicate with all levels of staff and develop a sense of camaraderie within the organization is necessary.

Building rapport and maintaining key internal and external relationships is a vital part of this role. The CAO must have the ability to develop and maintain effective working relationships with City employees, Director of Public Works, Chief of Police, the Council, the Mayor, other local, county, state, and federal public officials as well as the community at large. Quickly responding to Council and citizen requests is a must.

Any combination of education and experience equivalent to a Bachelor's degree in public administration or related field is required. A Master's degree in public administration or a related field is preferred. A minimum of five years of progressively responsible management experience in public administration is required. The City Administrative Officer must have a strong understanding of economic development, finance and budgeting. The successful candidate must be able to demonstrate supervisory experience and personnel management skills.

The City is located just eight miles from Washington, DC located in suburban Prince George's County, and features a wide-array of housing options, including affordable single family homes.

The Mission of the City of New Carrollton is to provide responsive, cost-effective and high quality services to the citizens of New Carrollton.

The City of New Carrollton operates under a Strong Mayor form of government. The Mayor is the Chief Executive Officer. The Mayor is directly-elected for a two-year term and has three direct reports: the City Administrative Officer, the Chief of Police, and the Public Works Director. The Mayor has veto power over actions taken by the City Council.

Policies are set by the City Council made up of five members elected at-large on a staggered two-year basis. There is an election every year in May, and the Mayor and two City Council members were up for election this year. There is a Council Chairman who chairs the City Council meetings. The City Council selects the City Auditor.

The City has approximately 80 employees and an \$8.5-million-dollar budget for FY 2016. The City's fiscal year is July 1 to June 30 of each year.

The City of New Carrollton participates in a four City consortium to share ideas and best practices. The other three Cities are Greenbelt, Berwyn Heights and College Park. They meet quarterly.

The starting annual salary for the City Administrative Officer will be market competitive depending upon

the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well.

This position is open until filled.

Confidential resumes should be sent immediately 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: jmercerc@mercergroupinc.com; Website: www.mercergroupinc.com.**
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