

# TOWN MANAGER

## Town of Delmar

Delmar, Delaware & Delmar, Maryland

The Mayor & Council of Delmar, DE and the Mayor & Commissioners of Delmar, Maryland seek to recruit a Town Manager for the Town of Delmar.

Delmar is dubbed the “Little Town Too Big for One State” due to its being a bi-state town. Our little Town is nestled on the Delaware-Maryland state line and is comprised of both states (DE/MD), and two counties (Sussex/Wicomico). The uniqueness of Delmar requires each Town to have separate Charters, Ordinances, Resolutions and Legal Counsel. The Mayor & Council of Delmar, DE is made up of the Mayor, the Vice Mayor and three Council Members. Delmar, DE has a population of 2027. The Mayor & Commission of Delmar, MD is made up of the Mayor, the Deputy Mayor and three Commissioners. Delmar, MD has a population of 3003. The combined population for all of Delmar is 5030.

The Towns of Delmar share 33 Full Time employees, and provides public services primarily in the Public Safety, Public Works, Water and Wastewater Services, Economic/Community Planning, Code Enforcement, Parks and Recreation functional areas. The ability to form quality partnerships with other government, private, and non-profit agencies is critical to the Town in order to ensure quality service delivery to its residents.

## Position Description

- The Manager is the chief administrative officer of the town and will be chosen by the hiring committee solely on the basis of his or her qualifications. The Manager must have had some experience as a municipal manager or assistant manager and be a citizen of the United States.
- The Manager is responsible for the proper administration of the affairs of the Town and authority to hire the heads of all departments, except as otherwise provided in the Town Charters.
- The Manager is required to be present at all meetings of the Council and the Commission and is entitled to be present at all meetings of its committees and to take part in all discussions as necessary.
- The Manager or his or her designate is the purchasing agent for the Town.

## Requirements

### Relevant Experience

We are seeking a manager and administrator with a track record of success in previous roles as a Town Manager or Assistant Town Manager. We seek a strong communicator who can work effectively with the Council and Staff to implement policies and initiatives in an open and respectful manner. This candidate will effectively work with all stakeholders, be open to hearing different perspectives and always conduct themselves with integrity.

This role has many facets, and the successful candidate will be engaged in the community and ideally have experience in budgeting, economic/community development and collective bargaining. Candidates should demonstrate a sense of passion for public service and empathy for a wide range of perspectives.

## Key Competencies

The Town Manager must be a leader who embodies the spirit of public service and displays deep compassion for the community. This individual must foster a culture of open communication while collaborating with council, neighborhood communities, local organizations, businesses, and residents from across the Town to achieve excellence.

In terms of the performance and competencies required for the position, we would highlight the following:

- A leader who is viewed by others as having a high degree of integrity and forethought in their approach to making decisions and demonstrates strong communication and team building skills.
- The ability to attract and retain top talent, inspire the team, delegate effectively, embrace diversity within the team, manage performance, and be widely viewed as a strong leader who engages and supports others.
- The ability to advise the Joint Council regarding policy implications and presenting data from a variety of sources to support multiple viewpoints.
- Naturally connects with and builds strong relationships with others; demonstrates strong emotional intelligence and an ability to communicate clearly, concisely and persuasively. Appreciates the wide range of experiences and perspectives in the community. Seeks to engage broadly and demonstrates appropriate decorum.
- Strong operational and financial skills; executes policies efficiently and effectively by championing best-in-class operational practices and a culture of operational excellence.

### **Education Requirements**

A Bachelor's degree is required, while a Master's degree in Public Administration (or related field) is preferred. Quality applicants should have a demonstrated career of proven leadership, with at least 5 years of experience at the Chief Executive or Assistant Chief Executive level preferred.

### **Compensation and Benefits**

Starting salary will be negotiated depending on qualifications, but the expected starting range is \$89,000.00 to \$105,000.00 annually. Additional benefits include:

1. Medical and dental insurance w/employee premiums paid at 100% by the town. The Town also provides a 50% subsidy for dependent coverage.
2. Paid leave including \*Vacation, Sick, and 13 Holidays per year. *\*New hire with years of service from another agency in the position for which they are hired, shall be recognized and placed in the Town's vacation accrual schedule up to five years of service.* In addition to paid vacation the Town Mgr. receives two weeks (80 hours) of compensation time for hours worked above and beyond 40 hrs. weekly to be used throughout the fiscal year. All unused compensation time will be paid out at the end of the fiscal year.
3. Retirement with employer contribution of 8%. Cost of living adjustments and merit increases are also provided each year, contingent on budget approval by Town Council/Commissioners.
4. Take home vehicle
5. Cellular Phone
6. Weekly Pay.

### **Application Procedure**

Interested candidates must submit a cover letter and resume to Human Resources at [sconaway.delmar@verizon.net](mailto:sconaway.delmar@verizon.net)