

TOWN OF
Bladensburg, Maryland



INVITES YOUR INTEREST IN THE POSITION OF

Town Administrator

Bladensburg — An Exceptional Opportunity



ABOUT THE COMMUNITY OF BLADENSBURG

The Town of Bladensburg, incorporated in 1854, comprises approximately one square mile and is home to 9,600 residents. The Town is rich in history. The Battle of Bladensburg was fought here in 1814 during the War of 1812. During the colonial era the Town was a seaport as large vessels were able to navigate the Anacostia River. Navigation by large ships became impossible as the river significantly silted in. The river is now a recreational amenity as the Town hosts Bladensburg Waterfront Park at the confluence of the Northeast Branch and Northwest Branch of the Anacostia River. The Town was also the original terminus of the Baltimore and Ohio Railroad, as passenger trains were not permitted in Washington, D.C. until 1835.

The Town is home to the Peace Cross, a World War I memorial at the center of a 2019 Supreme Court case, *American Legion v. American Humanist Association*, which allowed the landmark to remain as a publicly maintained monument. The Bostwick House, which is undergoing preservation and renovation efforts, was added to the National Register of Historic Places in 1975, which followed the inclusion on the Register of the George Washington House one year earlier.

Although small in size the Town offers a full slate of municipal services: the Police Department is staffed for 24/7 police protection, while Public Works maintains Town roads and buildings as well as manages the contract for refuse and recycling collection. Code Compliance monitors residential and commercial properties to maintain community standards. The Town collaborates with other nearby towns as the Port Towns in order to encourage business development through infrastructure and façade improvements, the acquisition of historic properties, and the reuse and reconstruction of the Bladensburg Waterfront and Marina.

The Town's location in Prince George's County provides convenient access to the jobs, cultural amenities and other attractions of Washington, D.C., and Northern Virginia, which are a short distance from Bladensburg. Other area attractions include Baltimore and the historic state capital of Annapolis, both of which are within thirty-five minute drives from Bladensburg.

ABOUT THE CANDIDATE

The Town of Bladensburg seeks a proven, dedicated, responsive and experienced individual for the position of Town Administrator. The ideal candidate will be an experienced leader with a background in town or city management, local governance or public affairs. The candidate will be a strong leader, and a manager with excellent communication skills. The successful candidate will also possess, at a minimum, a bachelor's degree in Public Administration or a related field. A related graduate degree is preferred and Maryland experience is a plus. The ideal candidate will possess a minimum of five years of senior management experience in a municipal government or public agency involving responsibility for the planning, organizing, implementing and supervising service delivery programs and operations. A candidate who is fluent in Spanish will also be a plus.

The successful candidate for the position will possess a wide knowledge of public administration, public works, public safety, and budget/finance, as well as practical experience with urban governance issues. He/she should also possess a collaborative style, be receptive to direction from the Town Council, and input from Council and town residents. He/she must be a team player and have unquestioned integrity. He/she must be a creative problem solver, an effective change agent, and be comfortable with the shifting balance between innovation and continuity. He/she must possess an unwavering focus on quality improvement and increasing efficiencies. The ideal candidate will have a track record of success in his/her previous assignments, and should have a clear and effective writing style, skills as a public speaker and experience with community engagement.





ABOUT THE POSITION

The Town Administrator is appointed by the Mayor with the approval of the Town Council, and serves at the pleasure of the Town Council. The Town Administrator provides the link between the governing body and the Town staff. The Town Administrator shall be chosen on the basis of his/her executive and administrative qualifications. The Town Administrator shall be appointed for an indefinite term.

The successful candidate for the Town Administrator position shall be required to:

- Plan, organize and direct overall administrative activities and operations of the Town
- Ensure that all policy decisions of the Council are implemented by the appropriate Town staff
- Serve as the Chief Personnel Officer
- Serve as Economic Development Officer
- Prepare the long-term capital improvement program
- Oversee grant management
- Manage the development, presentation and administration of the Town budget
- Serve as risk manager
- Prepare/direct necessary research and preparation of written testimony for county, state and federal hearings
- Represent the Town government in the community, at civic and business meetings, and on a variety of boards and commissions, in order to convey the interests of the Town
- Enforce all laws and ordinances of the Town as required by the Town Council
- Perform such other duties as may be prescribed by the Town Charter and Code, or as required by the Town Council

The Town Administrator supervises 45 full-time employees providing municipal services, including police, public works and Code Enforcement and administration. Potable water and sewer services are provided by the regional Washington Suburban Sanitary Commission (WSSC). The Town Administrator oversees a budget of more than \$8 million.

ABOUT THE TOWN GOVERNMENT OF BLADENSBURG

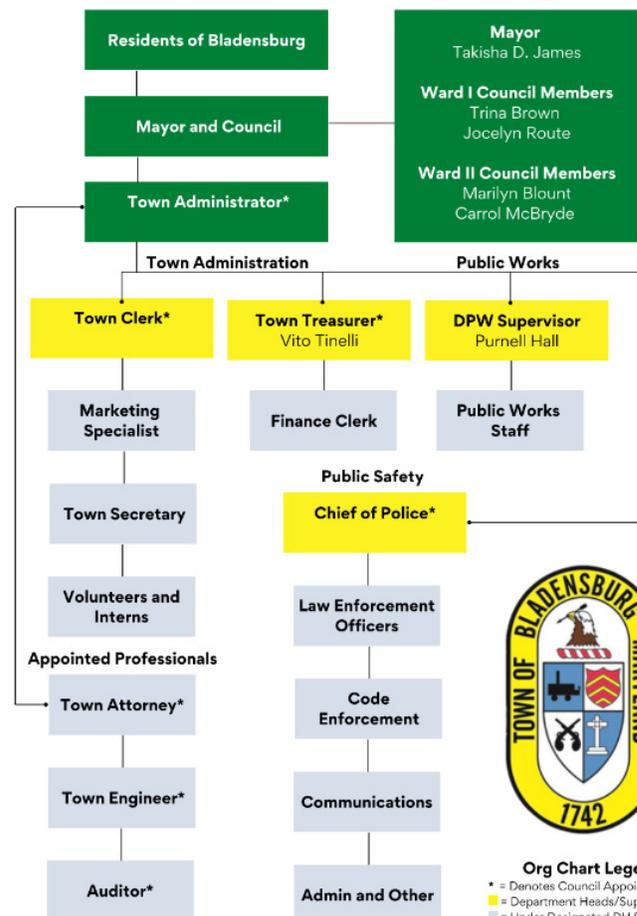
The Town of Bladensburg was incorporated in 1854, after having been established in 1742 by Provincial Governor Thomas Bladen. The Town operates under a Council-Manager form of government. The governing body consists of the Mayor and four Council Members, with two Members elected from each of the Town's two wards. The Mayor and Council serve four-year terms, with the next election scheduled for October 2, 2023.

KEY CHALLENGES FACING THE TOWN

- Providing excellent staff leadership
- Capital project management
- Rehabilitation of historic Bostwick House
- Facilitate planning and development of the new Municipal Center
- Implement grant-funded job training center
- Enhance economic development/improvements in commercial areas
- Tax base expansion through annexation
- Determine uses of unallocated ARPA funds
- Address the Strategic Plan's goals

Organizational Chart

Town of Bladensburg, Maryland



Org Chart Legend:
 * = Denotes Council Appointee
 ■ = Department Heads/Supervisors
 ■ = Under Designated DH Supervision



COMPENSATION

The Town Administrator for the Town of Bladensburg can expect a salary in the range of \$125,000 to \$150,000, depending on qualifications and experience. The successful candidate will also receive a competitive benefit package, including participation in the Maryland State Retirement and Pension System.

HOW TO APPLY

The position is open until filled. Letters of interest, resumes and at least three professional references should be sent (email preferred) by 5pm on **April 14, 2023**.

Please send to:

David J. Deutsch, Senior Associate
Mercer Group Associates
15 Cambridge Place
Ocean Pines, MD 21811



MERCER GROUP ASSOCIATES

Email: daviddeutsch610@gmail.com

Cell Phone: 301.343.6033

Website: www.mercergroupassociates.com



The Town of Bladensburg is an Equal Opportunity Employer. The Town does not discriminate on the basis of race, color, religion, sex, country of origin, marital status, disability, sexual



orientation, gender identification, political affiliation, or status in any group protected by federal, State or local law in employment or the provision of services.