

THE TOWN OF
St. Michaels, Maryland



INVITES YOUR INTEREST IN THE POSITION OF

Town Administrator

ST. MICHAELS — AN OUTSTANDING OPPORTUNITY



ABOUT THE COMMUNITY OF ST. MICHAELS

The Town of St. Michaels, incorporated in 1804, is one of five municipalities in Talbot County on the Eastern Shore of Maryland, along the Miles River. St. Michaels has a land area of 1.5 square miles and a population of 1,040. The town boasts a combination of popular marinas, inns, bed & breakfasts, shops and restaurants that make it a favorite destination for visitors.

The Town is frequently mentioned in travel publications. It is steeped in history and maritime culture. Its location makes it easily accessible to visitors from Annapolis (50 miles), Baltimore (80 miles), Philadelphia (120 miles), and Washington, D.C. (80 miles).

The 2020 Census lists the Town's population as 67% White, 24% Black, and 8% Hispanic.

ABOUT THE TOWN GOVERNMENT OF ST. MICHAELS

The Town of St. Michaels has a Commission-Manager form of government. The elected body is comprised of five Commissioners who serve four-year staggered terms. The Commission President is chosen by the Commissioners. The next election is in June, 2026.

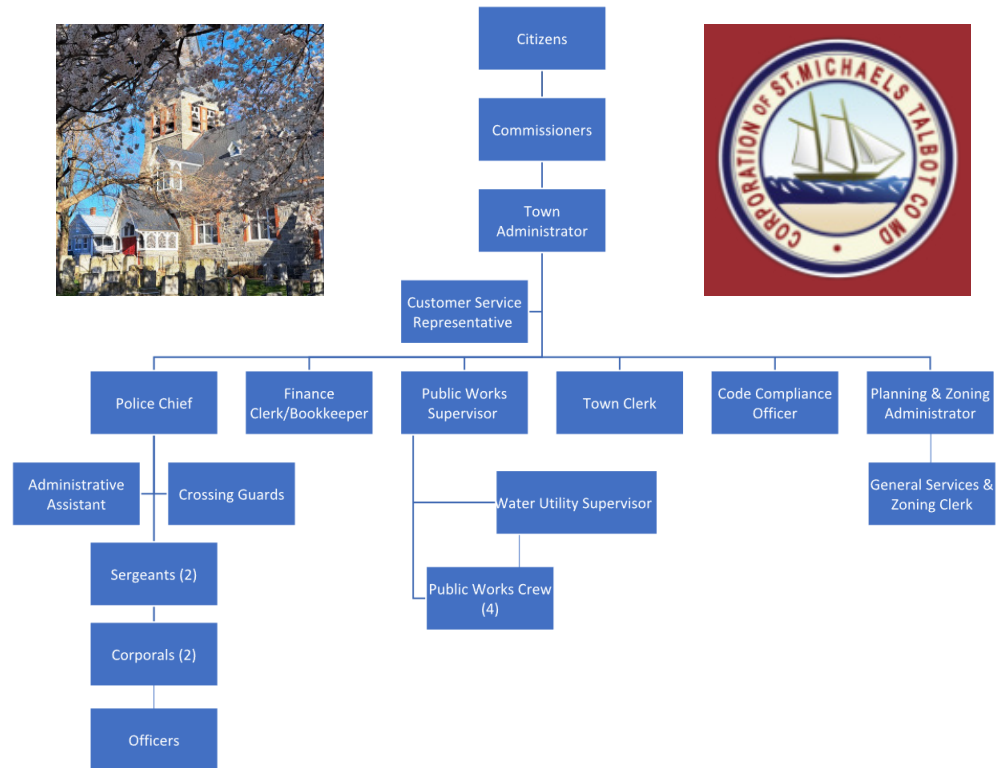
The Town has 24 employees, including full and part time. The FY25 Budget totals \$4.8 million, which includes operating and capital budgets. The Police Department currently has eight sworn officers. Other departments include Planning, Public Works, Code Enforcement and Administration.

THE IDEAL CANDIDATE

The Town of St. Michaels seeks a proven, dedicated, responsive and experienced individual for the position of Town Administrator. The ideal candidate will be a strong leader, manager and administrator with excellent communication skills. The successful candidate shall possess a Bachelor's degree. A Master's degree (MPA, MBA or in a related field) is preferred. The Town Administrator should have a minimum of five years of local government management experience, or equivalent experience that would enable them to effectively perform as Town Administrator. The Administrator is expected to be an ICMA member. An Administrator holding the ICMA Credentialed Manager (ICMA-CM) designation is preferred. The Town Administrator must adhere to the highest ethical standards, and remain in compliance with the ICMA Code of Ethics.

The successful candidate must be technologically savvy and politically astute, but not political. The Administrator must be fiscally responsible, and have experience in seeking alternative revenue sources. The candidate must be an avid listener, critical thinker, have a sense of humor, and possess excellent interpersonal, and oral and written communication skills. The individual should be knowledgeable in all aspects of municipal government (public safety, public works/utilities, finance/budgeting and planning).

Town of St. Michaels – Organizational Chart



Building rapport and maintaining key internal and external relationships are vital aspects of the Town Administrator role. The Administrator must have the ability to develop and maintain relationships with the Town Commissioners, Town employees, and other local, county, state and federal officials as well as the business community and residents at large. The Commissioners expect the Administrator to exhibit a welcoming style, as well as someone who is engaged in the community.

ABOUT THE POSITION

The Town Administrator is appointed by, and serves at the pleasure of the Town Commission. The Town Administrator is responsible for assuring effective management of Town operations. The Town Administrator provides the link between the elected Commissioners and the Town staff.

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

- Manages the day-to-day operations of the Town
- Develops and executes the annual Town operating and capital budgets
- Assists in the development of, and administers all Town policies, ordinances, directives and resolutions
- Manages, trains, motivates, schedules and evaluates Town employees
- Supervises the preparation of, and attends all meetings of the Town Commissioners
- Provides general supervision of all financial aspects of the Town including accounts receivable, accounts payable, general ledger, payroll, utility billing, banking reconciliation, and annual auditing

- Oversees the procurement of materials, supplies, construction contracts, and service contracts
- Keeps all Town Commissioners equally informed through written and verbal communication
- Works with the Town Commissioners, Federal/State/County agencies to ensure compliance with all applicable regulations
- Represents the Town and Town Commissioners as directed by the Town Commissioners
- Oversees and participates in the development of grant funding opportunities
- Performs other duties, related to local government management, as directed by the Town Commissioners

KEY ISSUES/PRIORITIES FOR THE TOWN

- Planning and development of San Domingo Creek Park
- Coping with Sea Level Rise/Climate Change Issues
- Grants management
- Completion of Comprehensive Plan Update
- Dog Park
- Enhanced infrastructure planning
- Managing growth and development
- Building and strengthening external relationships
- Strategic Planning
- Marketing of the Town



COMPENSATION & BENEFITS

The Town Administrator for the Town of St. Michaels can expect a salary in the range of \$120,000 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 System, or a defined contribution plan with Mission Square, previously known as ICMA-Retirement Corporation. Residency within the Town of St. Michaels is preferred, but not required. Relocation expenses may be negotiable.

HOW TO APPLY

Resumes and letters, along with at least four professional references should be sent by email, by 5pm EST on **January 31, 2025** to:

David J. Deutsch, Senior Associate
Mercer Group Associates
Cell phone: 301.343.6033
Email: daviddeutsch610@gmail.com
Website: www.mercergruppassociates.com



MERCER GROUP ASSOCIATES

The Town of St. Michaels is an Equal Opportunity Employer.