



recruitment announcement

Town of
Garrett Park

Town
Manager

Town Manager – Town of Garrett Park, Maryland

The Position

The Town of Garrett Park is seeking a new Town Manager. The Town Manager reports directly to the Mayor and serves as the chief financial officer and the Clerk-Treasurer, as defined in the Town Charter. The Town Manager runs the day-to-day operations and supervises Town staff members. Working under the direct supervision of the Mayor, the Town Manager develops the budget, manages the Town's finances, administers Town contracts, and assists with municipal elections. He or she also makes recommendations on various Town matters for consideration and possible action by the Town Council, and represents the Town at meetings and conferences as directed. The Town Manager attends monthly evening Council meetings and various community events, and works with residents serving on the Town's various committees. The Manager, with input from the Land Use Committee, reviews building plans regarding lot coverage and setbacks, reviews variance applications, and issues building and demolition permits. He or she is responsible for the Town's infrastructure, parks, and trees. The Manager regulates and enforces parking restrictions within the Town.

In Garrett Park, the Town Manager often works directly with Montgomery County and Maryland state governments. Therefore, it is important for the Town Manager to carry out all policies and instructions in a manner consistent with federal, state, county, and Town laws, best practices, and regulations. Compliance with all county and state laws, and execution and enforcement of resolutions and orders under the jurisdiction of the Town Council, are obligatory functions of the Town Manager. In addition, the Town Manager serves as liaison to other localities as well as state and federal agencies and organizations.

The Town of Garrett Park has a strong community spirit and a history of providing personalized services to its residents. As the face of the Town's administrative staff, the Manager receives and responds to complaints or inquiries in a timely manner. The Town contracts with vendors to provide twice-weekly refuse pickup, weekly recycling and yard-waste pickup, quarterly street

sweeping, and tree maintenance and leaf removal. Snow removal and grounds keeping are handled by Town staff. Additionally, the Town reaches out to its elderly residents for special needs requirements and facilitates community interaction. Montgomery County provides police, fire, ambulance, planning and zoning, code enforcement, and other social services.

The Organization

The Town of Garrett Park has an operating budget of about \$1.5 million and a capital budget of about \$1.7 million. Legislative powers of the Town are vested in a five-person council, while executive powers are vested in the mayor. The mayor and councilmembers serve staggered two-year terms, for which they receive no compensation. The Town Manager works under the supervision of the mayor and is responsible for the management of all full-time, part-time, and contracted staff members. There are currently eight Town employees.

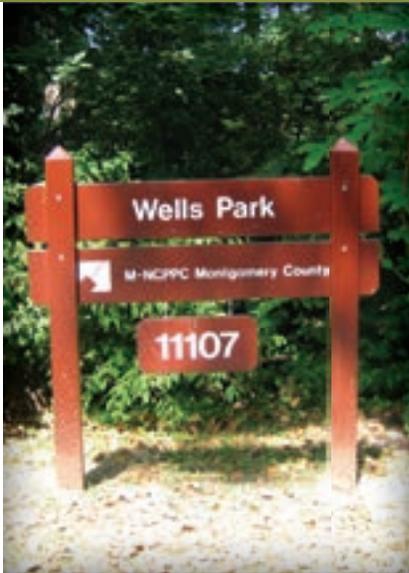
Experience and Education

The minimum requirements for this position are a bachelor's degree and progressively responsible government experience. Preferred qualifications include a master's degree, local government experience, supervisory experience, project management, grants management, and oversight of a budget, finances, and/or a capital improvement plan (CIP).

There is no residency requirement.

The logo for the Town of Garrett Park features the words "Town of" in a smaller, dark green serif font above the words "Garrett Park" in a larger, bold, dark green serif font. The entire logo is set against a light green background.

Confidential applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com/jobs. Applicants first complete a brief online form and then are prompted to provide one document (Word or PDF) that has a cover letter and resume with salary history. Open until filled with first review of applications September 14, 2018.



The Ideal Candidate

The Town of Garrett Park is looking for a skilled local government professional who will assist the Town Council and Mayor in collaboratively developing and accomplishing goals, oversee development projects and the daily operations of the Town, and develop the proposed annual operating and capital budgets.

The Town Manager will lead a small team of skilled staff and will be fully invested in Garrett Park's continued success. The ideal candidate will possess extensive knowledge of county and state law, and of issues unique to small towns in the D.C. metro area. This candidate will ensure Town projects are completed within budget and on schedule. He or she will foster strong relationships with intergovernmental and regional partners, and evaluate staffing needs to ensure efficient and successful Town operations.

The next Town Manager will be resilient in the face of difficult decisions and will establish effective working relationships with elected officials and Town staff. The model candidate will also provide excellent customer service to Town residents while balancing and prioritizing numerous concurrent responsibilities.

The ideal Town Manager has experience developing a budget, reconciling financial accounts, crafting successful grant applications, overseeing support services contracts, developing bid documents, and negotiating contract awards. This individual has project management experience, works well with a diverse population, and has demonstrated skill in staff development.

The Town of Garrett Park is in search of a Town Manager who exemplifies these qualities:

- Diplomatic
- Approachable
- Detail-oriented
- Highly energetic
- Patient and good listener
- Organized
- Self-motivated
- Empathetic
- Responsive
- Technologically savvy
- Fiscally responsible

The salary range for this position is \$95,000 – 125,000, depending on experience, qualifications, and skill set. It comes with an excellent benefits package.

Please direct questions to Catherine Tuck Parrish at the email address below or at 513-221-0500.

The Community

Quick Facts:

- Population: 1,200
- Median Household Income: \$162,000
- Median Age: 42.8 years
- Total Area: 0.26 square miles

Location:

- The town is situated in central Montgomery County, just over ten miles north of Washington, DC; and less than 40 miles southwest of Baltimore. It is located near Grosvenor Metro Station, The Music Center at Strathmore, and the National Institutes of Health. Three nearby airports provide service to national and international destinations.

The Town of Garrett Park is a historic, close-knit, residential community just outside the I-495 Capital Beltway north of Washington, DC. The Town has an eclectic mix of architecture, an abundance of trees, and a friendly, small-town environment with all the cultural amenities of the DC metro area. The Town is a historic district, and many properties have been listed on the National Register of Historic Places since 1975. Except for Strathmore Avenue, all streets are closed to through traffic, providing a calm respite from the bustle of the DC metro area. Incorporated in 1898 under the sponsorship of the Baltimore and Ohio Railroad, Garrett Park was a planned community originally developed in the style of an English village. The late Victorian-style homes still reflect this vision; several of the Town's street names were taken from the novels of Sir Walter Scott. At the time of its incorporation, Garrett Park was centered on its train station. The original residents of Garrett Park used the regular train service to commute into Washington, DC for work. Today, many residents still commute by train, using the Garrett Park MARC station or one of two nearby Metro stations. The MARC train stops near Penn Place, a Town-owned building that houses the Post Office, Town offices, and a popular local restaurant.

The center of community life is the Town's Post Office, as there is no home mail delivery. Garrett Park residents have taken several notable stands over the years to retain the local post office and refuse home mail service. The Town is an arboretum and preserves and protects the stately trees located along street fronts and in the Town's parks. It is also a nuclear free zone. The Town's community spirit is visible in many ways, especially on Saturday mornings when residents come to the farmer's market outside Penn Place, pick up their mail, and mingle with their neighbors. That spirit is also apparent in the winter when the Town closes Argyle Avenue for sledding. For the last 65 years, there has been a parent-owned and operated cooperative nursery school in the Town. The school leases its space from Garrett Park, as does the swimming pool association, which runs three pools. Town residents are highly engaged in civic life, participating in a variety of organizations including the Women's Club, Garrett Park Film Society, Garrett Park Citizen's Association, Neighbors Helping Neighbors, GPJams, Art at Penn Place. These groups hold regular meetings, help neighbors stay close to one another, and produce popular community events, including a Fourth of July parade; Spooky Woods at Halloween; an annual Progressive Dinner; house, garden, and tree tours; and an annual Attic in the Street yard sale.

How to Apply

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