



TOWN OF HEBRON Town Administrator Job Opening

The Commissioners of Hebron are accepting curricula vitae for the position of Town Administrator to oversee the day-to-day operations of the Town government. The position is to ensure that municipal services are delivered effectively and efficiently and in accord with the policies and goals established by the Commissioners. The Town Administrator shall provide leadership, direction, and coordination for all Town Departments.

The duties of the Town Administrator will include, among other things, attending Commissioner meetings, public hearings, and community events; seeking and securing grants and other funding opportunities to support Town projects and services; and such other and further duties as may be assigned by the Commissioners, from time to time. A more detailed description can be provided prior to interview or can be obtained from the Town upon request. The duties of the Town Administrator may change.

The Town Administrator position is a salaried fulltime position. The Commissioners' meeting typically take place in the evening and there are several events that may occur on weekends.

What is required to be considered:

- High School Diploma or its equivalent or any acceptable equivalent combination of education, experience, and training that provides the requisite knowledge, skills, and abilities.
- Have at least 3 years of experience working in government and/or management positions
- Excellent organizational, analytical, interpersonal, and verbal and written communication skills.
- Strong customer service skills and the ability to interact courteously, professionally, and diplomatically with residents, property owners, vendors and the general public.
- Solid Microsoft Office skills (Word, Excel, and Outlook), with at least 3 years of experience with those programs
- Experience with data management, Windows computers, networking and other items related to Information Technology.
- The ability to learn things such as website management, accounting programs, and the tracking of projects
- Demonstrated proficiency in preparing clear, concise, and complete written reports and correspondence.
- A comprehension of the size, demographics, and requirements of the Town of Hebron.

Benefits may include health insurance, dental insurance, vision insurance, paid time off, retirement plan, such as a 401(k).

Please submit your CV along with a letter of interest to townadministrator@hebronmd.com ,
This position will remain open until filled.