



TOWN OF HURLOCK Town Manager Job Description

About the job

The Town of Hurlock is a growing and community-minded town on the Eastern Shore of Maryland that values strong relationships, quality public service, and thoughtful leadership. With a population close to 2,000, Hurlock offers the character and connectedness of a close-knit community while continuing to position itself for growth, infrastructure development, and expanded economic opportunity.

The Town Manager role is an outstanding opportunity for a qualified candidate who is energized by community engagement, organizational leadership, and technology-driven. Town leadership values visibility, collaboration, and a genuine presence in the community, and an ideal candidate who will embrace Lindale's culture while helping guide a growing town through its next phase of infrastructure progress.

As the Town's chief administrative and executive officer, the Town Manager will work closely with the Mayor and Town Council to implement policy, oversee municipal operations, manage the Town's budget, and ensure efficient delivery of public services. The ideal candidate will be an effective relationship-builder who can lead with professionalism, sound judgment, and a strong understanding of Maryland municipal government.

JOB SUMMARY

As the city's chief administrative and executive officer, the Town Manager will work closely with the Mayor and City Council to implement policy, oversee municipal operations, manage the city's budget, and ensure efficient delivery of public services. The ideal candidate will be an effective relationship-builder who can lead with professionalism, sound judgment, and a strong understanding of Town government.

ESSENTIAL JOB FUNCTIONS

Leadership & Administration

- Hire, direct and supervise all town departments, programs, and services.
- Implement policies, ordinances, and directives established by the Town Council.
- Provide professional recommendations to the Council on policy, operations, and long-term planning.
- Ensure compliance with the State of Maryland, Dorchester County Government Code, Town Charter and Ordinances, and Council approved actions, and other applicable laws.
- Attend all council meetings, participate in discussions, provide professional recommendations, and oversee the preparation and development of the Council agendas and meeting minutes.
- Research new services and/or programs for the Town and provide a detailed Project Plan with requirements, financial costs, and revenue projections to Council

Submit Resumes and Cover letters to: TownofHurlock@townofhurlock.org



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Financial Management

- Being the Chief Financial Officer of the Town
- Prepare and manage the annual town budget in accordance with Maryland budgeting requirements.
- Oversee financial operations, including purchasing, capital planning, and long-range fiscal strategy and ensure all funds are properly accounted for.
- Provide the Town Council with revenue projections, tax-rate scenarios, and financial analyses to support informed decision-making.
- Recommend an annual property tax rate and present required truth-in-taxation calculations, notices, and public hearing materials in compliance with Maryland law.
- Supervise and be responsible for the disbursement of all funds and have control of all expenditures to ensure budget guidelines are not exceeded and responsible stewardship of public funds.

Strategic Planning & Development

- Lead long-term planning initiatives related to infrastructure, economic development, public safety, and community growth.
- Coordinate with regional, state, and federal agencies on grants, programs, and regulatory matters.
Support economic development efforts to attract and retain businesses.
- Participate in and advise a variety of boards, commissions, and committees, providing professional guidance, analyses, and administrative support.

Community Relations

- Primary administrative liaison between the Town Council, staff, residents, and external partners.
- Communicate town initiatives, policies, and updates to the public.
- Respond to citizen concerns and promote a culture of transparency and service.
- Coordinate annual Town functions

Human Resources & Personnel Management

- Hire, supervise, evaluate, and, when necessary, discipline Town employees.
- Ensure compliance with employment laws and Town personnel policies.
- Promote a positive, ethical, and productive workplace culture.

Operations & Public Services

- Oversee essential municipal services such as public works, utilities, public safety, parks, and community development.
- Ensure emergency preparedness and coordinate disaster response accordance with Town and Maryland emergency management guidelines.
- Evaluate and approve permits and requests in accordance with Town Ordinances, growth opportunities, and Dorchester and/or Maryland regulations.

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Other Duties

- Perform related duties as assigned or needed
- Work after hours, holidays, and on call when necessary.

Minimum Qualifications

- Bachelor's degree in: Public Administration, Business Administration, Political Science, Engineering, or a related field.
- Minimum of three (3) years of progressively responsible experience in municipal management or public administration, including executive and supervisory responsibility; (preferably in Maryland)
- Knowledge of Maryland local government law, open meetings requirements, and public finance
- Proven leadership, budgeting, and relationship-building skills in a public-sector environment with competency in law and policies pertinent to Federal, State, and Local laws, codes, and regulations
- Ability to relocate to the Town of Hurlock within first twelve (12) months of employment

Qualified candidates are subject to background checks and drug screenings.

Qualified candidates who are ready to make a meaningful impact in a growing Eastern Shore community are encouraged to apply.

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