

Village Manager
Village of Martin's Additions
Chevy Chase, Maryland

Salary Range: \$100,000–\$120,000, depending on qualifications and experience

The **Village of Martin's Additions**, a municipality of approximately 1,000 people and 325 homes in the Chevy Chase area of Montgomery County, Maryland, seeks a professional, service-oriented, and highly organized **Village Manager** to oversee the day-to-day operations of the Village. The Village is governed by a Council-Manager form of government, with a five-member elected Council.

The Village Manager serves as the Chief Administrative Officer for the Village and is responsible for ensuring that Village operations are carried out efficiently, transparently, and in compliance with applicable federal, state, county, and Village laws, regulations, ordinances, and policies.

This position requires a hands-on local government professional who is equally comfortable managing public works coordination, resident communications, records, permits, finances, contractors, and Council support. The Village Manager is also an ambassador for the Village Council and the community and must demonstrate excellent judgment, professionalism, responsiveness, and strong written and verbal communication skills.

Key Responsibilities: The Village Manager's responsibilities include, but are not limited to:

- Providing courteous, timely, and professional communication and assistance to Village residents and Council members.
- Reporting directly to the Village Council.
- Managing Village staff and professional service providers, including contractors, legal counsel, building code administration, and other consultants, including contract and performance reviews as appropriate.
- Supporting Village committees as needed.
- Preparing and managing Village communications, including weekly resident emails, urgent updates, website and calendar updates, the monthly newsletter, and materials for Council meetings.
- Ensuring that Village public works projects and services — including refuse removal, snow removal, street repairs, right-of-way maintenance, and tree maintenance — are completed on time and within budget.

- Participating in preparation of the annual budget for Council consideration.
- Performing day-to-day bookkeeping, payroll, and accounts payable in coordination with the accountants, auditor, and Council Treasurer.
- Compiling and maintaining official Village records, including meeting minutes and agendas, budget documents, directories, resolutions, amendments to governing documents, and contracts.
- Coordinating with local utility companies, contractors, Montgomery County, the State of Maryland, and other agencies regarding planned or emergency work in the Village.
- Processing Village-issued permits as required by the Village Code and monitoring permitted projects for compliance.
- Supporting Village events, Council meetings, committee meetings, public celebrations, and related activities, including occasional evening and weekend work.
- Performing other duties assigned by the Village Council.

Ideal Candidate: The successful candidate will be:

- Experienced with local government operations, public administration and **finance**, municipal services, budgeting, records management, procurement, or related fields.
- Professional, personable, and responsive in working with residents, elected officials, contractors, and government partners.
- An excellent communicator, both verbally and in writing.
- Highly organized and able to manage multiple priorities in a small municipal environment.
- Comfortable working independently while keeping the Council appropriately informed.
- Able to exercise sound judgment, discretion, and diplomacy.
- Service-minded and committed to transparent, effective, and resident-focused government.

Position Type and Work Environment: This is a **full-time position**. Due to the nature of the role, the Village Manager is expected to maintain a presence in the Village office. The position requires attendance at evening and weekend meetings, events, or public activities several times a month.

About the Village: The Village of Martin's Additions is a small, residential municipality located in the Chevy Chase area of Montgomery County, Maryland. Made up of 14 suburban streets, 1000 residents, and 330 properties, the Village values responsive public service, strong resident communication, and careful stewardship of local services and resources.

More information is available at: www.martinsadditions.org

Equal Opportunity Employer: The Village of Martin's Additions is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by applicable law.

How to Apply: Please send a resume and cover letter to manager@martinsadditions.org.