



TOWN OF BERLIN JOB DESCRIPTION

Job title: Town Administrator
Department: Administration
Reports To: Mayor
FLSA Status: Exempt
Prepared By: Human Resources Director
Prepared Date: 09/10/2026

OBJECTIVES:

The Town of Berlin was founded and operates under a Strong-Mayor form of Government. The Town Administrator is an executive-level employee who reports to and receives direction from the Mayor, supervises all department heads and central office staff, and is responsible for ensuring the overall efficient and effective administration of all the Town's departments. The Town Administrator works closely with elected and appointed officials to accomplish goals and objectives and is responsible for interacting with the public.

JOB DUTIES:

Specific job duties and responsibilities include, but are not limited to the following:

1. Performs varied professional municipal duties and assumes responsibility for oversight and direction of Town operations on a day-to-day basis.
2. Direct supervision of Administration Department personnel and all Department Heads.
3. Ensures continuous and correct information is shared among all town departments thus allowing the coordination of activities and the prudent management of resources.
4. Makes operational decisions on daily matters in consultation with the appropriate department head and in accordance with the Town Code. In addition, provides support, guidance, and direction to departments during crisis situations.
5. Ensures the town remains in compliance with all laws, mandates, accounting, and auditing policies and procedures, and operates within the Town Charter.
6. Assists the Mayor with coordinating and developing an annual budget for the Town, which is then introduced by the Mayor to the Council.
7. Regularly monitors the expenditures of funds, including the approval of purchases for the Town in accordance with the Purchasing Policy and the Charter and Code of the Town.
8. Assists with determining appropriate state and federal grants to seek for the benefit of the town and prepares those grant applications.
9. Serves as Chief Procurement Officer in overseeing the competitive bidding process for projects and contractual services. May meet and negotiate with potential vendors and contractors, as allowed by law, and monitors the progress of consultants and contractors retained by the Town.

10. Assists with receiving, handling, following up on and reporting complaints and concerns from citizens and the public.
11. Ensures that agendas and corresponding reference papers for the regular bi-monthly Council Meetings and any special Council meetings, are prepared and disseminated in a timely manner in accordance with Maryland Law, Town Code, and standard operating procedures (SOPs).
12. Attends evening meetings of the Mayor and Council and boards and commissions, committees, and organizations as appropriate.
13. Responsible for performance reviews and monitoring of all department heads.
14. Maintains active membership and participation in state and national organizations of municipal managers.
15. Other duties and responsibilities as directed by the Mayor.

Additional Job Duty Considerations:

- Oversight of the execution of town policies in areas of personnel, human resources, finance, purchasing, bidding, contracting, safety, and any other policy of the Mayor and Council.
- Oversight of the technology functions such as website creation and maintenance, computer systems, networking, and protection of information.

EDUCATION & LICENSING:

Bachelor's Degree in Public Administration or Business Administration, Master's preferred. Years of service may be considered in lieu of a bachelor's or master's degree. Must be bondable. If applicable, the employee will be subject to pre-employment and periodic reviews of Motor Vehicle Records.

JOB SKILLS, EXPERIENCE, AND KNOWLEDGE:

- At least five years of executive administrative experience; Not-for-profit organization experience acceptable, municipal, or other government experience preferred.
- Leadership, strategic planning, management, organizational and supervisory skills
- Ability to conceptualize and operationalize goals, and objectives for the Town.
- Ability to develop relevant plans, programs, and recommendations.
- Ability to effectively communicate with various audiences including elected officials and the general public.
- Knowledge of statutes, bylaws, regulations, codes, policies, and procedures relevant to town administration
- Ability to recognize town-wide priorities and work cooperatively to support their accomplishment.
- Responsible for maintaining knowledge and skills necessary to perform the work required.
- Demonstrated strengths in oral and written communication.

- Must possess positive interpersonal/customer service skills and the ability to work well with subordinates, as well as elected and appointed officials, outside consultants, outside agencies, and the general public.
- Assures a “consumer friendly” Town Hall.
- Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, Internet research, and appropriate software applications. Aptitude for numbers and details. Strong analytical skills. Organizational skills. Office management skills; public speaking skills.
- Must be able to perform duties safely and efficiently as well as set the standard for others.

WORK CONDITIONS: Required to work evening meetings, specifically the 2nd and 4th Mondays for Mayor and Council Meetings; other meetings outside regular working hours may be required at times. May be required to work an occasional weekend or holiday. The majority of work is conducted inside a climate-controlled environment.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, and walk. Minimal physical effort is generally required in performing duties under typical office conditions. Occasionally lifts/moves objects weighing up to 25 pounds. The employee will be subject to pre-employment, post-accident, random, and reasonable cause drug and/or alcohol testing. Employees will be subject to a pre-employment background screening.

RESPONSIBILITY & AUTHORITY:

The position is an appointed position as established in Article VIII, Section C8-5 of the Town Code. Unless otherwise addressed in the employment agreement, the position is subject to all other general personnel regulations and procedures of the Town of Berlin, including disciplinary policy and grievance procedures, as stated in the Town of Berlin Employee Handbook.

ADMINISTRATIVE, SUPERVISORY, AND OPERATIONAL REPORTING:

Reports directly to the Mayor. Provides timely updates to the Council and responds to their requests or questions in a timely manner. Provides reports on daily operations to the Mayor, Council, and the public upon request and during meetings of the Mayor and Council.

** Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.