

Town of Somerset

Vacancy Announcement

Town Manager/Clerk-Treasurer

The Town of Somerset is an incorporated municipality in Montgomery County, Maryland, near Washington, DC. The Town has a long history, dating back to 1890 when five U.S. Department of Agriculture scientists purchased Somerset Heights. In response to a petition from the citizens of Somerset Heights, the State of Maryland legislature issued the charter for municipal powers in 1906 and the community of Somerset Heights, along with surrounding farms and land, became the Town of Somerset.

Today the town of 413 houses is home to some 1,200 residents. Somerset is known for its park-like setting within an urban area. [Somerset Elementary School](#), the [Somerset Pool](#), the Dolphins Swim Team, the [Walter J. Behr Tennis Courts](#), and [Town Hall](#) are centers of activity that contribute to the Town's strong sense of community. The town also has significant parklands, including the 12-acre Vinton Park along Little Falls Branch. Somerset is conveniently located in the Bethesda-Chevy Chase area, and within walking distance to the Washington Metro's Red Line through the [Friendship Heights Metro Station](#).

The town is governed by a mayor and a five-member Town Council. The legislative powers of the town are vested in the council. The mayor is the chief executive officer and the head of the administrative branch of the town government. In that capacity, the mayor supervises a town hall staff that consists of a town manager/clerk-treasurer, deputy town manager, and a town clerk, as well as three public works staff. The town's annual budget is about \$2.5 million. The town provides municipal services, including refuse collection; snow and leaf removal; and maintenance of streets, sidewalks, trees, parks and recreational facilities. The town has had a long tradition of responsive local government, strong resident communication and engagement, and careful stewardship of local services and resources.

The town is seeking a service-oriented, highly organized and proactive town manager/clerk-treasurer to oversee the day-to-day operations of the town. The town manager/clerk-treasurer is appointed by the mayor, with the approval of the council. The town manager/clerk-treasurer is the chief financial officer of the town, who exercises the financial powers of the town under the direct supervision of the mayor. The town manager/clerk-treasurer also serves as the clerk to the council, attends every meeting of the council (held in the evening, usually twice a month), and keeps a full and accurate record of the proceedings of the council.

Duties and responsibilities

Under the supervision of the mayor, the town manager/clerk-treasurer:

1. Prepares an annual budget to be submitted by the mayor to the council.
2. Supervises and is responsible for the disbursement of all money and has control over all expenditures to assure that budget appropriations are not exceeded.
3. Maintains a general accounting system for the town in such form as the council may require.
4. Submits at the end of each fiscal year, and at such other times as the council may require a complete financial report to the council through the mayor.
5. Ascertains that all taxable property within the town is assessed for taxation.
6. Collects all taxes, special benefit assessments, license fees, liens, and all other revenues (including utility revenues) of the town, and all other revenues for whose collection the town is responsible and receives any funds receivable by the town.
7. Has custody of all public money, belonging to or under the control of the town and has custody of all bonds and notes of the town.
8. Carries out such other duties in relation to the fiscal or financial affairs of the town as the town's Charter, mayor or council may require.
9. Administers the town's Code of Ordinances and policies. Ensures the town remains in compliance with all laws, mandates, accounting, and auditing policies and procedures, and operates within the Town Charter.
10. Processes town-issued permits as required by the town Code and monitors permitted projects for compliance.
11. Supports the meetings of the town council, including preparing a monthly Town Manager's Report to the council and ensuring timely documentation for council meetings.
12. Establishes performance goals and carries out performance reviews and monitoring of all town staff.
13. Manages the Town Attorney, Arborist, Building Permit Administrator, Code Enforcement Officer, and Landscape Consultant. 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.
14. Ensures that municipal services — including refuse removal, snow and leaf removal, street and sidewalk repairs, right-of-way maintenance, recreational facilities, parks and natural resource management, and tree maintenance — are managed efficiently and effectively.
15. Provides courteous, timely, and professional communication and assistance to town residents, including developing and managing e-government solutions to improve efficiency and responsiveness.

16. Assists with determining appropriate state and other grants to seek for the benefit of the town and prepares those grant applications.
17. Assists residents in organizing town events and committee meetings.

Job Skills, Experience and Qualifications

The successful candidate will have:

(1) at least a bachelor's degree and a minimum of ten years of progressively responsible experience, including five years in a supervisory role, preferably in a municipal or other government setting;

Master's degree is preferred and may be considered in lieu of number of years of experience.

(2) demonstrated planning, organizational and supervisory skills; and

(3) a strong track record in public administration, finance, budgeting, procurement and contract/consultant supervision.

Other selection criteria include:

- Professional, personable, and responsive in working with residents, elected officials, contractors, utilities and government partners.
- An excellent communicator, both verbally and in writing.
- Highly organized and able to manage multiple priorities in a small municipal environment.
- Able to exercise sound judgment, discretion, and diplomacy.
- Proficiency in computer applications, including knowledge of spreadsheets, databases, and relevant software applications.
- Aptitude for numbers and details.

Position Type and Work Environment: This is a full-time position. Due to the nature of the role, the Town Manager/Clerk-Treasurer is expected to maintain a presence in the Town office. The position requires attendance at evening meetings and occasional weekend events.

Equal Opportunity Employer: The Town of Somerset 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 mayor@townofsomersetmd.gov by October 31, 2026.