



A PART OF
RAFTELIS

City of Takoma Park, Maryland

CITY MANAGER

Ad Text

The Position

The City of Takoma Park, Maryland – a highly desirable inner suburb of Washington, D.C., informally known as “Azalea City”— seeks an experienced and talented City Manager to manage the day-to-day operations of their municipal government. The selected candidate will work collaboratively with the Deputy City Manager, City Council, residents, and staff to ensure the community remains a model for progressive, inclusive, innovative, and responsive government in this community of approximately 17,000 residents.

This is both an exciting and challenging time as the City responds to the increased needs of residents during the health crisis and the economic impact of the crisis while also seeking to innovate and try new ways to better meet the needs of all their residents. At the same time, the City is undertaking the renovation of its library, exploring options to redevelop its Recreation Center on New Hampshire Avenue, addressing the impact of Purple Line construction, and much more. Embedded in all the work of the City is a focus on racial equity.

Over the past couple years, the collaborative efforts of the City Council, residents, and City staff have resulted in the adoption of the [Housing and Economic Development Strategic Plan](#), the [Climate Emergency Response Framework Resolution](#), and ongoing [racial equity](#) training. The City has put policies and implementation steps in place to address the challenges of the coming years and the high expectations residents have of their government.

The City Manager is appointed by and reports directly to the City Council. The City Manager oversees all City staff through the City’s Deputy City Manager and department directors. The current City Manager is retiring after 27 years of service with the City, the last seven of which she served as City Manager.

The City Manager:

- Directs the delivery of municipal services by coordinating work across departments.
- Coordinates the development of the City’s annual proposed budget and Capital Improvement Program and monitors the adopted budget throughout the year.
- Represents the City in maintaining and developing intergovernmental agency relationships.
- Coordinates inquiries from the City Council and the general public and oversees proactive communication and public engagement.
- Coordinates the City’s efforts related to racial equity.
- Attends and participates in weekly City Council meetings and provides appropriate staff reports and recommendations to aid the Council.
- Participates in union contract negotiations, serves as hearing officer for grievances, oversees general personnel policies, and approves personnel changes.

Experience and Education

Minimum requirements include a bachelor's degree in a relevant field and at least five (5) years of progressively responsible leadership experience in a local government, nonprofit, or an organization that serves similar constituents.

Preferred qualifications include demonstrated experience in racial equity and inclusion, community engagement, and sustainability/climate change efforts. In addition, experience with capital project management, economic development/redevelopment, housing affordability, and intergovernmental and nonprofit partnerships is preferred. Experience working in a similar full-service city with community relations, financial management, public works functions, human resources management, community planning, economic development, green initiatives, police, housing/landlord/tenant, library, transportation planning, recreation management, senior and youth issues, and emergency management is also preferred. A master's degree in public administration or a related field, ICMA-CM, and fluency in another language are desirable (Spanish, French, or Amharic).

Compensation

The expected hiring range is \$180,000 – \$210,000, depending on qualifications, with an excellent benefits package including fully paid health insurance premiums. Reasonable relocation expenses will also be provided if relocation is required. Residency is welcomed but not required. Engagement in the community is important.

How to Apply

Applications will be accepted electronically by The Novak Consulting Group at <https://bit.ly/3eazrWq>. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications on **April 5, 2021**.