



Assistant to Town Administrator

Reports to: Town Administrator

Job Summary:

The Town of Cheverly is seeking a candidate for the role of Assistant to the Town Administrator who embodies a mastery of multitasking, efficiency in paperwork management, project management experience, robust leadership capabilities, and a dedication to serving as the primary organizer within our administrative structure. This position collaborates closely with the Town's administrator, mayor, and council members. The Assistant to the Town Administrator should bring innovation to administrative practices within. This pivotal role acts as the cornerstone of our town, ensuring smooth operations and delivering outstanding support to the administrator in cultivating a professional and inclusive environment across departments, for the Mayor and Council, stakeholders, and the broader community.

Essential Job Functions:

- **Software Management:**

- Create, organize, and maintain an assortment of documents, ensuring that our administrative records are accurate and a leading example of the town.
- Handle data entry tasks with precision, contributing to the accuracy and reliability of our administrative databases.
- Utilize QuickBooks for accurate recording and tracking of financial transactions, including accounts payable and receivable.
- Manage utility bills through Bills.com, ensuring timely payments and reconciliations.
- Implement Divvy for expense management and tracking, optimizing its features to streamline financial processes.
- Collaborate with team members to ensure seamless integration and data synchronization across software platforms.
- Maintain up-to-date records and documentation within each software system for audit and reporting purposes.

- **Technology Savvy:**

- Leverage software and platforms to streamline administrative tasks, embracing innovation for enhanced efficiency.
- Collaborate with Communications Specialist to assist with updates to the Town's websites and social media.

- **Event Coordination Prodigy:**

- Assist in planning and coordinating town events, from local gatherings to council meetings, ensuring seamless operations.



- **Effective Communication:**
 - Craft polished written communications for responses to community inquiries in collaboration with Town staff.
 - Prepares staff reports and written materials for Council Meetings.
 - Prepares correspondence on behalf of the Town Administrator as needed.
 - Respond to emails and calls with proficiency.
- **Confidentiality and Integrity:**
 - Uphold the highest standards of confidentiality and integrity, safeguarding the interests of the Town and its residents.
- **Multitasker:**
 - Juggle multiple tasks and deadlines effortlessly, ensuring that nothing falls through the cracks in our dynamic administrative landscape.
 - Oversee special projects with precision and efficiency, ensuring their successful completion and alignment with organizational goals.
- **Perform Other Duties and Tasks as Assigned**

Necessary Skills:

- **Leadership Excellence:**
 - Demonstrated ability to lead and inspire teams, exercising tact, composure, and persuasion in all interactions.
- **Forward-Thinking Approach:**
 - Proven ability to think strategically and anticipate future needs, driving innovation and continuous improvement.
 - Desire to make a positive impact and foster strong relationships within the Town.
- **Effective Communication:**
 - Exceptional oral and written communication skills, with the ability to articulate complex ideas clearly and concisely.
 - Masterful ability to communicate effectively orally and in writing.
 - Skilled in establishing and maintaining effective working relationships with public officials, employees, and the public.
 - Ability to be sensitive to difficult political issues and to handle them appropriately.
- **Adaptability and Resilience:**
 - Ability to thrive in a fast-paced environment, adapting to changing priorities and navigating complex political landscapes with ease.
 - Ability to analyze administrative problems, to make sound recommendations as to their solution, and to prepare working procedures.



- **Research and Administration:**
 - Proficient with research methods and techniques.
 - Insight and basic understanding of the principles and practices of public administration.

Qualifications:

- **Experience:** Proven experience in administrative roles, highlighting your knack for organizational leadership and innovation. This candidate will have direct experience in municipal or local government roles, with a record of accomplishment of exemplary service and superior interpersonal skills. The salary range is determined based on candidates' experience and qualifications, and it is also aligned with the FY24 budget.
- **Education:** Bachelor's degree with major coursework in public or business administration, political science, or a closely related field; and two (2) years of progressively responsible work in public administration; or any equivalent combination of education and experience. Master's degree or enrollment in a Master of Public Administration program (MPA), or Project Management Professional, (PMP) is preferred.

Working Conditions:

- **Work Hours:**
 - The Town of Cheverly's established business hours of operation are 9:00 am to 5:00 pm, Monday through Friday; alternate business/operating hours may be established for certain Town Departments on a case-by-case basis to best meet the needs of residents and other customers.
 - This role requires a 40-hour standard work week.
 - Core work schedule based on operational needs will be determined. Some evening, weekend, and holiday work may be required based on operational needs.
- **Work Environment:**
 - The employee works primarily in a typical office environment; some work may be performed outdoors in seasonal temperatures and various weather conditions.
 - Noise level indoors is typical of most office environments with telephones, personal interruptions, and background noises; noise level in other locations or outdoors may be moderate to loud.
 - The employee may travel to other locations to attend meetings, perform outreach activities, etc.
 - The employee may interact with distressed or upset citizens or when providing services.

How to Apply

To apply, please submit your resume and cover letter to Dylan Galloway at dgalloway@cheverly-md.gov.

