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## Town of Townsend Town Manager

The Town of Townsend is seeking qualified candidates for the position of Town Manager. The Town Manager is an appointed position in accordance with Section 7.3 of the Town of Townsend Charter.

### **Job Description:**

The Town Manager is the chief administrative officer of the Town and leads every department of the Town apart from the Townsend Police Department, in accordance with municipal ordinances, state and federal laws. This includes but is not limited to the following: Public Works, Code Enforcement, Building Inspections, Maintenance, Accounts and Finance Department, Planning and Land Use, Town Clerk's Office, Building Permits. The Town Manager reports to and takes direction from the Town Council of the Town of Townsend. The Town Manager leads the Town in concert with the wishes of the sitting Mayor and Council. The Town Manager is expected to display exceptional leadership skills and exercise sound judgment with regards to personnel issues, financial management, grant applications, and public relations. The Town Manager works in conjunction with the Town Solicitor, Town Engineer, the Planning Commission, and the Board of Adjustments.

A key function of this job is building and maintaining effective relationships with the Town of Townsend and its residents.

### **Skills and Qualifications:**

Ability to communicate effectively orally and in writing. Must be goal-minded and possess a self-starting drive to get things done, frequently through other people. Must possess strong leadership skills with the ability to organize and use time effectively. Proficiency in personnel administration and knowledge of financial administration and municipal management, working knowledge of government programs and decision-making processes, municipal zoning/planning, grant application and administration; public works and public safety.



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## **Desirable Experience and Training:**

### **Required Qualifications:**

- Graduate of an accredited four-year college or university program in public administration or a related field.
- Applicants must be a U.S. citizen.
- Applicants residing outside of the Town of Townsend will be considered.
- The successful candidate must pass a background check and drug test.

### **Desired Qualifications:**

- Graduate of an accredited master's program in public administration or a related field.

### **Minimum Experience and Requirements:**

- At least three years' experience as chief administrative officer in a municipal government; or any equivalent combination of experience and training that would demonstrate the skills and abilities to perform the work.

*Applicants who may not meet the required qualifications are encouraged to apply if a combination of education and experience is relevant.*

## **Salary and Compensation:**

Salary is commensurate with education and experience. Minimum salary starts at \$75,000. An excellent benefit package is provided.

## **Applications will be accepted until the position is filled.**

The Town is an equal opportunity employer and does not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, marital status, genetic information, color, age, sex (including pregnancy), sexual orientation, gender identity, national origin, disability, or any other basis prohibited by applicable federal or state laws.

Cover letter and resume may be sent electronically to the Townsend Human Resources Committee: [slobdell@townsend.delaware.gov](mailto:slobdell@townsend.delaware.gov) and [msuhr@townsend.delaware.gov](mailto:msuhr@townsend.delaware.gov) or by mail to:

Town of Townsend  
Attn: Townsend Human Resources Committee  
141 Main Street  
PO Box 223  
Townsend, DE 19734