



Town of Charlestown

Post Office Box 154
241 Market Street
Charlestown, Maryland 21914
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ASSISTANT TOWN ADMINISTRATOR

Department: Administration

Reports to: Town Administrator

Classification: Full-time / Exempt

Pay Range: \$26 to \$40 per hour

Date: 27 March 2025 by Renee Capano

JOB SUMMARY

This is a highly responsible administrative position that assists the Town Administrator in handling technical and administrative matters. The Assistant Town Administrator is responsible for handling a variety of administrative assignments and related duties. Contact with the public is an important element. Most work requires considerable initiative and independent judgment. Work is closely coordinated with the Town Administrator.

ESSENTIAL FUNCTIONS

Assists the Town Administrator in the duties and responsibilities prescribed by the Charter of the Town of Charlestown for the day-to-day management of the Town government, particularly in an administrative capacity; completes special projects as assigned.

Acts as primary Human Resources Manager to coordinate training and development of employees. Researches and investigates personnel issues and grievances; Advises department heads on the methods to be used when administering personnel procedures, including but not limited to: recruiting, hiring, evaluating, disciplining, and terminating; Keeps abreast of federal and state laws and regulations pertaining to personnel practices and labor law; Recommends, administers, and monitors personnel policies and practices to ensure contractual and statutory compliance.

Acts as the main person in charge of public affairs. To maintain social media and messaging to the general public.

Conducts surveys and collects information on operational and administrative problems, analyzes findings and makes reports of practical solutions.

Developing and recommends to the Town Administrator administrative controls, policies and procedures regarding Town-wide administration; implements and enforces policies and procedures

as directed; advises on the effectiveness of policies and procedures and keeps personnel and Commissioners informed on relevant issues

Assist the Town Administrator in the preparation of Town Meeting and Working Groups.

Assists with the installation of new programs, procedures, methods, and systems.

Confers with persons requesting service or making complaints and resolves such matters by handling in accordance with established policies and regulations, or through special initiative, as needed.

Makes interpretations and recommendations for improvement of administrative planning, organization and operation.

Provides administrative assistance to department managers as assigned by the Town Administrator.

Participates in the preparation of the Town's annual fiscal year budget; Provide assistance and recommendations regarding capital improvements and related programs.

Participates in public meetings as directed by the Town Administrator.

Temporarily assumes the authority, duties and responsibilities of the Town Administrator during any prolonged absence.

ADDITIONAL RESPONSIBILITIES

Willingly and cooperatively accepts other related duties and responsibilities as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Excellent knowledge of the organization, policies and procedures of Town government.

Working knowledge of the Code of the Town of Charlestown, as well as laws and regulations by the State of Maryland and/or the United States affecting the administration of local/municipal government.

Ability to prepare comprehensive technical reports regarding municipal operations, regulatory compliance, capital improvement and maintenance programs, and the ability to effectively communicate this information to the Town Administrator, and subsequently to the President and Commissioners and the general public, if so directed

Ability to exercise sound judgment, effective decision making and tact.

Ability to effectively communicate both orally and in writing, as well as to read, write and understand English at a level necessary for efficient job performance.

Ability to perform mathematical computations and other uses of mathematics to perform assigned duties.

Ability to exercise a high degree of sound independent judgment and be able to work within guidelines with little or no direct supervision. Ability to organize own work.

Project and maintain a positive image on behalf of the Town of Charlestown with those contacted in the course of work. Provide a high level of customer service at all times.

Work and act as a team player within the area of assignment and in all interactions with other departments.

Ability to use standard office equipment. Knowledge of computer hardware and software programs, including strong MS Word, Excel, PowerPoint and Outlook skills, accounting program, utility billing, and other administrative software.

Ability to effectively interpret and understand grant requirements, submit complete and detailed grant applications, and appropriately maintain well organized records in compliance with grant requirements.

Ability to pass background checks.

Maintains a valid driver's license for the class of vehicle being operated for the Town maintain a good driving record. Ability to perform business-related travel.

Work requires light physical effort in the handling of light materials and equipment in nonstrenuous work positions. The employee is required to walk, stand, stoop, bend, get in and out of an automobile and sit at a desk. The employee must occasionally exert or lift up to 25 pounds. Successful performance requires specific vision abilities that include close vision.

TRAINING, EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in Public Administration or Human Resources, plus two (2) years appropriate government experience, or a Bachelor's degree from an accredited college or university in another field, plus five (5) years of appropriate government experience.