



VILLAGE OF MARTIN'S ADDITIONS
7013B Brookville Road ♦ Chevy Chase, Maryland 20815 ♦ 301/656-4112

Village Manager

In general, the Village of Martin's Additions (Village) Manager is responsible for the day-to-day administration of the Village and ensuring compliance with applicable Federal, State, County, and Village laws, regulations, ordinances, and policies. His/Her wide range of duties and responsibilities include, but are not limited to, the following.

- Provides courteous and timely communication and assistance to Village residents and Council members.
- Reports to the Village Council.
- Directly manages Village staff (historically only one other part-time position) and professional service providers (e.g., building administrator, legal counsel, et al), performing contract and performance reviews, as appropriate.
- Supports the work of Village Committees when necessary.
- Performs internal and external communications, including: weekly email to Village residents with regular news, or periodic updates with matters of more urgency; regular updates to the Village website, including the calendar; monthly newsletter; and preparation of materials for the Council before its meetings.
- Ensures that Village public works projects (e.g., refuse removal, snow removal, street repair, right-of-way maintenance, tree maintenance) occur on time and on budget.
- Participates in the preparation of the annual budget for Village Council consideration, and performs, under the aegis of the Treasurer, day-to-day bookkeeping, payroll, and accounts payable.
- Compiles and maintains the Village's official records (e.g., meeting minutes and agendas; budget documents; directories; resolutions; amendments to the Village's governing documents; and contracts).
- Coordinates with local utility companies (e.g., Pepco, Washington Gas, Washington Suburban Sanitary Commission, Verizon, and Comcast), contractors, and State and County organizations as they proactively or reactively plan work in the Village.
- Processes Village-issued permits as required by the Village Code and monitors permitted projects to ensure compliance.
- Supports Village events, including Council meetings, committee meetings, public celebrations, and other related activities.
- Performs other duties as assigned, amended, and otherwise introduced by the Village Council.

The Village Manager position is full-time. Given the nature of the position, the Manager is expected to be present in the office on a full-time basis, except when responsibilities dictate otherwise. In these instances, it is expected that the Manager will ensure continued presence in the office.

The Village Manager is an "ambassador" of the Council and to the residents. As such, the Manager is expected to be both professional as well as personable. Excellent communication skills, both verbal and written, are a must.

The Village of Martin's Additions is a municipality of approximately 325 houses in the Chevy Chase area of Maryland's Montgomery County. A five-person elected Council governs the Village and it hires a Village Manager to which it delegates duties consistent with the Village's governing documents.

The Village of Martin's Additions is an equal opportunity employer and 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 law.

www.martinsadditions.org