



Town of  
**Cottage City** Maryland  
*United in Diversity*

# TOWN MANAGER COTTAGE CITY

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## THE COMMUNITY

Cottage City, Maryland, is a small but vibrant town located in Prince George's County. With a population of approximately 1,300 residents. Cottage City boasts a diverse community that reflects the rich tapestry of the surrounding area. The demographics of the town encompass a blend of different racial and ethnic backgrounds, contributing to its multicultural atmosphere. Recent data indicates that the Town's population consists of approximately 12% White, 34% African American, 5% Asian, 5% Multi-Race, and 44% Hispanic or Latino residents, with a growing number of other ethnic groups adding to its diversity.

Originally established in the late 19th century as a port town, Cottage City has evolved into a close-knit residential community over the years. Its history is intertwined with the development of the Washington, D.C. metropolitan area, and it played a significant role in providing recreational opportunities for city dwellers seeking respite from urban life.

Today, Cottage City is known for its quaint neighborhoods, tree-lined streets, and historic architecture. The Town exudes a sense of charm and tranquility, making it an attractive place to call home for families and individuals alike. Residents take pride in their community and actively participate in local events, civic activities, and neighborhood initiatives.

Despite its small size, Cottage City offers a range of amenities and services to its residents, including parks and the town hall. The Town is characterized by its strong sense of community spirit, with neighbors coming together to support one another and foster a sense of belonging. With its rich history, diverse population, and tight-knit community, Cottage City embodies the essence of small-town living in the heart of Maryland. Cottage City holds a special distinction as one of the few towns bordering Washington DC, serving as one of the Gateways to Prince George's County.

## The Commission

The governing body of Cottage City, Maryland, known as the Cottage City Commission, holds the corporate powers of the Town and oversees its administration. Comprising five members, one elected from each ward and one commissioner at large, these individuals, collectively referred to as commissioners, shall exercise authority over town affairs. Commissioners serve a term of two years or until their successors assume office. The commission's terms are staggered. Incumbent commissioners at the time of the charter's enactment will continue their terms until the conclusion of their elected term or the induction of successors, as specified in the charter.





## THE POSITION

The Town Manager's duties include the following:

### **Policy Implementation and Data Provision:**

- Provides the Commission with necessary data for policy development.
- Transforms legislative priorities, ordinances, and Commission directives into actionable plans for successful execution.

### **Administrative Supervision and Coordination:**

- Exercises effective and consistent administrative supervision over town departments through department heads.
- Coordinates the operation of all town departments and resolves interdepartmental issues.

### **Research and Efficiency Enhancement:**

- Conducts research and investigations to improve administrative activities.
- Recommends policies and procedures to enhance the orderly conduct of the town's affairs.
- Implements modifications to improve administrative processes and develops long-range programs.

### **Personnel Management:**

- Manages details of town departments and offices economically and satisfactorily.
- Provides recommendations for salaries and benefits and terms of employment subject to Commission approval.

### **Budget Oversight and Fiscal Controls:**

- Reviews, evaluates, and presents budget estimates for all town departments.
- Recommends a structurally balanced annual budget to the Commission with appropriate documentation.
- Exercises continuous review of revenues and expenditures for proper budgetary control.
- Recommends fiscal controls and reviews/approves supplemental appropriations and budget transfers.
- Manages the town's \$3,000,000 budget.

### **Representation and Communication:**

- May represent the town on regional and local boards or committees.
- Makes presentations to and regularly communicates with elected or appointed officials, department heads, and staff on significant town issues or programs.

### **Commission Agenda Management:**

- Reviews all items on the Commission agenda for completeness.
- Attends all Commission meetings and may participate in discussions on matters under consideration.

## LEADERSHIP

The ideal candidate for the role of Town Manager in Cottage City, Maryland, should possess a unique blend of skills and qualities. This individual must effectively balance the objectives set forth by the Town Commission with a forward-thinking vision for the community. This entails helping to shape the Town's future while aligning efforts with established commission goals. Key attributes include the ability to make sound decisions, navigate commission dynamics, foster collaboration, actively listen, contribute innovative ideas, and respect the commission's role in policymaking.

Responsive leadership is paramount, with the Town Manager expected to promptly provide requested information to the Commission and effectively communicate their vision to the community. Additionally, strong financial acumen and accountability are essential, ensuring responsible spending, transparency, and oversight of ongoing projects such as fire station building upgrades, the community center project, and commercial development initiatives.

The successful candidate will play a pivotal role in defining Cottage City's future by leading and fostering community growth. Promoting equity and good governance requires a proactive approach, including sharing comprehensive information with the entire commission and facilitating inclusive decision-making processes that actively involve residents in shaping the town's future.

Addressing challenges related to increasing revenue, lack of development, infrastructure needs, and staff recruitment and retention will be critical. The Town Manager must strategically position Cottage City as an attractive destination for residents, businesses, and investment while remaining competitive for resources.

Overall, the ideal candidate will demonstrate a comprehensive and forward-thinking approach to navigating the interconnected challenges and opportunities facing Cottage City, Maryland. Their leadership will be instrumental in driving the town towards a prosperous and inclusive future.



## Education and Experience

Candidates for this position should preferably hold a bachelor's degree in public administration, business administration, or a closely related field relevant to significant town operations. However, a master's in public administration is preferred. Additionally, they should preferably have accumulated seven years of managerial experience in municipal or town government settings.

## The compensation and benefits package for this position are as follows:

- Salary Range: \$80,000 – \$95,000
- Comprehensive Benefits: The Town of Cottage City offers a comprehensive benefits package, including medical, dental, vision, and prescription drug coverage. Retirement benefits are provided through Mission Square, and employees have access to an Employee Assistance Program (EAP).
- Leave Benefits: Employees enjoy annual and sick leave combined with paid holidays.

This robust compensation and benefits package underscore the Town of Cottage City's commitment to providing competitive rewards and support for its employees.



## Job Responsibilities:

Under the direct supervision of the Cottage City Commission through its Chair, the Town Manager will have primary responsibility for management and oversight in human relations, police relations, public works and street maintenance, technology, operations, office management, and procurement and contracts for Cottage City. It is expected that this person will work closely with the Treasurer and General Counsel for the Town and will:

- Provide periodic reports on activities to the Cottage City Commission
- Attend monthly work sessions and town meetings
- Attend meetings and activities with “Port Towns” and other neighboring municipalities
- Manage and supervise three direct reports
- Manage the disposition of grant funds received from private and governmental sources, work with the Treasurer to maintain compliance with grants and reporting requirements
- Prepare applications for new grants and manage all steps throughout the grant lifecycle
- Manage the development and implementation of policies and procedures governing Cottage City operations, ensuring compliance with relevant laws, regulations, and best practices
- Manage procurement processes and contracting processes by Town policies
- Manage all human resource matters, including benefit selection and management
- Oversee all technology requirements for the organization



## **Application Process**

Qualified candidates, please submit your cover letter and resume via email to [applicants@cottagecitymd.gov](mailto:applicants@cottagecitymd.gov).

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than March 22, 2024.

For more information about Cottage City, Maryland, please see the website at [cottagecitymd.gov](http://cottagecitymd.gov).



*The Town of Cottage City, Maryland, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*