



Town Administrator Vacancy

The Church Hill Town Commissioners are seeking a dedicated and experienced person to serve as the Town Administrator of the Town of Church Hill. The town is looking for someone who has strong leadership and management skills, working knowledge in municipal government, and excellent communication and critical thinking skills. This full-time position offers an opportunity to oversee daily town operations, manage budgets, supervise and be responsible for disbursement of all monies and work closely with residents, businesses, and town officials to ensure Church Hill continues to thrive.

The Town is looking for someone who possesses a background in public administration, engineering, planning, contract and grant management, economic development, budget preparation, land development and public works. This position will also be responsible for supervising town staff as well as contractual employees.

The successful candidate should possess a high level of both professional and personal integrity and will be required to pass a background investigation. A 4-year degree in a related field and or equivalent in education and experience is preferred. A working knowledge of QuickBooks, Microsoft applications, and website management is highly recommended.

All individuals interested in the Town Administrator position shall submit a resume and a cover letter to include recent salary history and compensation requirements for this position to the Church Hill Town Commissioners by email townhall@churchhillmd.com, hand delivery, or U.S. Mail to Town Hall, PO Box 85, 406 Main Street, Church Hill, Maryland, 21623. Job announcement will remain open until the position is filled. A complete copy of the job description can be found on our website <https://churchhillmd.com>.