

The Town of Upper Marlboro

RESOLUTION: 2025-03

SESSION: Regular Town Meeting

DATED: September 23, 2025

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF UPPER MARLBORO APPROVING JOB DESCRIPTIONS FOR THE TOWN MANAGER, THE DEPUTY TOWN MANAGER/TOWN CLERK, ADMINISTRATIVE ASSISTANT, SPECIAL ASSISTANT, HUMAN RESOURCES GENERALIST, DIRECTOR OF PUBLIC WORKS, FOREMAN (DEPARTMENT OF PUBLIC WORKS), CREW LEAD (DEPARTMENT OF PUBLIC WORKS), CREW MEMBER (DEPARTMENT OF PUBLIC WORKS) AND SUMMER INTERN

WHEREAS, pursuant to Town Charter, Section 82–59 (Authority to Employ Personnel), the Town has the power to employ such officers and employees as it deems necessary to execute the powers and duties provided by the Charter or State law and to operate the Town government; and

WHEREAS, Town Charter, Section 82–60 (Compensation of Employees) provides that the compensation of all officers and employees of the Town shall be set from time to time by an ordinance; and

WHEREAS, Town Charter, Section 82–61 (Retirement System) provides that the Town has the power to do all things necessary to include its officers and employees, or any of them, within any retirement system or pension system under the terms of which they are admissible, and to pay the employer's share of the cost of any such retirement or pension system out of the general funds of the Town; and

WHEREAS, the Town of Upper Marlboro Employee Handbook (2022 Edition) provides that the Town strives to have accurate job descriptions for all jobs for the Town and that each job description will include the following sections:

- (1) Job information; and
- (2) Job summary (gives a general overview of the job's purpose); and
- (3) Essential duties and responsibilities; and
- (4) (if applicable) Supervisory responsibilities; and
- (5) Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); and
- (6) Physical demands; and Work environment; and
- (7) Benefits

WHEREAS, the Employee Handbook provides that Town staff will work to prepare a job description when a new job is created for presentation and approval of the Board of Commissioners, as well as periodically review existing job descriptions and update them to ensure that the description is in-line with the needs of the Town for that role; and

WHEREAS, staff prepared and presented job descriptions for various positions with Town government, which have been presented to the Board of Commissioners of the Town of Upper Marlboro for approval; and

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WHEREAS, having reviewed all the proposed job descriptions, the Board of Commissioners has determined that it is in the public interest and the best interest of government operations to adopt the proposed job descriptions.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of The Town of Upper Marlboro, Maryland, that the job descriptions attached hereto for the Town Manager, the Deputy Town Manager/Town Clerk, Administrative Assistant, Special Assistant, Human Resources Generalist, Director of Public Works, Foreman (Department of Public Works), Crew Lead (Department of Public Works), Crew Member (Department of Public Works) and Summer Intern attached hereto collectively at Exhibit A are hereby approved.

PASSED by the Board of Council Members of the Town of Upper Marlboro, Maryland at a work session on this 23rd day of September, 2025.

Attest:

THE BOARD OF COMMISSIONERS OF THE TOWN
OF UPPER MARLBORO, MARYLAND

Sarah Franklin, Mayor

Derrick Brooks, Council Member

Charles Colbert, Council Member

Karen Lott, Council Member

Telaya, Bush, Town Clerk

Joseph Hourcle, Council Member

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CERTIFICATION

I, the undersigned, hereby certify that I am the Town Clerk of the Town of Upper Marlboro and that the Board of Town Commissioners of the Town of Upper Marlboro at a public meeting at which a quorum was present adopted this Resolution, and that said Resolution is in full force and effect and has not been amended or repealed.

In witness whereof, I have hereunto set my hand and seal of the municipal corporation, this 23rd day of September, 2025.

Telaya Bush, Town Clerk