



Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners
From: Sarah Franklin, Mayor/President
Date: Tuesday, August 15th, 2023
Re: Town Administrator Hiring Process

Commissioners,

With the resignation of current Town Administrator Kyle Snyder effective later this month, the Town has begun the search for candidates to fill the position. The Town Personnel Ordinance requires that all Town positions be posted for at least 30 days, and since this is a Department Head position, a majority vote of the Board of Town Commissioners is required to select someone. The Town's HR Firm is collecting applicants' submissions and will serve as the main point of contact with applicants. They will sort the resumes, screen applicants & references, and recommend the top three candidates to be interviewed by both a staff panel and the Board of Commissioners. The staff panel will comprise of one representative from each department. The HR Firm will create a list of standard questions for both sets of interviews, and the Commissioners will receive an overview of the staff panel interview from the HR firm.

Recommended Timeline:

Job Posted on Town Website	Thursday August 3 rd , 2023
Resumes & Cover Letters Due	Tuesday, September 5 th , 2023. 9 am
HR Firm Review of Applicants	Tuesday-Thursday 9/7
HR Firm Provides Overview of Applicants & top 3 applicants to Board & Staff Panel	Friday, September 8 th , 2023 by 5pm.
Staff Panel Interview	Friday September 15 th , 2023
Town Commissioners Interview (Closed Session) Motion & Board approval to extend offer.	Saturday September 16 th , 2023
Job Offer Extended	Monday September 18 th , 2023
Potential Start Dates	Monday, October 2 nd , 2023, or Monday, October 16 th , 2023.

Job Announcement Posted to Town Website:

The Town of Upper Marlboro is seeking a motivated and experienced individual to serve as a full-time Town Administrator. Under direction, this position performs complex professional, administrative, and management work in providing daily control over ongoing town activities and helping the Board of Commissioners to discharge the duties of the office; and all other related work as required. The Town Administrator is responsible for maintaining and improving the efficiency and effectiveness of all areas under their direction and control. This position is designated in the Town Charter.

Job Description [Click Here](#)

**The Town is currently reviewing the job description and may make minor edits before the position is filled.*

Please submit your letter of interest, resume, and list of references (optional) to info@allprofithr.com . Questions can also be emailed to this email address as well. Submissions are due by Tuesday, September 5th, 2023, at 9 am.

Salary Range: \$79,300 to \$100,720 annually (depending on experience).

Benefits: The Town participates in the [Maryland State Retirement & Pension Program](#), and offers CareFirst BlueCross BlueShield Medical, Dental, and Vision to its full-time employees. Other Benefits include Parental Leave, Bereavement Leave, Disability Leave, and Term Life Insurance.

Paid Vacation and Sick Leave

Below is the vacation accrual chart for the employees of the Town of Upper Marlboro:

Length of Service	Vacation PTO Accrual Rate	Vacation PTO Total Annual	Sick Leave Accrual Rate	Sick Leave Total Annual
0-4 Years	4 hours	13 days	4 hours	13 days
5-10 Years	6 hours	19.5 days	4 hours	13 days
10+ Years	8 hours	26 days	4 hours	13 days