



TOWN OF UPPER MARLBORO STAFF REPORT

DATE: September 5, 2025

TO: Board of Commissioners

FROM: Clayton A. Anderson, Town Administrator;
Eyliesa Newman, Human Resources Generalist

SUBJECT: Updated Job Descriptions

BACKGROUND:

The Employee Handbook provides that staff will prepare job descriptions when a new position is created for presentation and approval by the Board of Commissioners. It also requires that existing job descriptions be periodically reviewed and updated to ensure they remain aligned with the needs of the town.

DISCUSSION:

As part of the update process, the following positions were removed:

- **Chief of Staff**
- **Bookkeeper/Administrative Assistant**
- **Finance Director/Human Resources Director**

These roles no longer fit the operational needs of the town. Their duties have been incorporated into updated job descriptions that more accurately reflect current requirements.

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The current job descriptions being recommended for approval are aligned with the needs of the town and consistent with the Town Charter. These updated descriptions will also ensure that the town is well-positioned to meet future demands, including anticipated growth when annexation occurs.

FISCAL IMPACTS:

There are no fiscal impacts.

RECOMMENDATION:

Staff recommends that the Mayor and Board of Commissioners approve the updated job descriptions as presented.