

The Town of Upper Marlboro

RESOLUTION: 2025-__

SESSION: Regular Town Meeting

DATED: August __, 2025

**A RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF UPPER MARLBORO APPROVING JOB DESCRIPTIONS FOR
THE TOWN ADMINISTRATOR, THE DEPUTY TOWN ADMINISTRATOR/TOWN
CLERK, ADMINISTRATIVE ASSISTANT, SPECIAL ASSISTANT, DIRECTOR OF
FINANCE AND HUMAN RESOURCES, HUMAN RESOURCES GENERALIST,
BOOKKEEPER/ADMINISTRATIVE ASSISTANT, CHIEF OF STAFF, 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

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 Town 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

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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

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 Administrator, the Deputy Town Administrator/Town Clerk, Administrative Assistant, Special Assistant, Director of Finance and Human Resources, Human Resources Generalist, Bookkeeper/Administrative Assistant, Chief of Staff, 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 Commissioners of the Town of Upper Marlboro, Maryland at a regular meeting on this ____ day of August, 2025.

Attest:

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

Sarah Franklin, President

Derrick Brooks, Commissioner

Charles Colbert, Commissioner

Karen Lott, Commissioner

Town Clerk

Joseph Hourcle, Commissioner

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CERTIFICATION

I, the undersigned, hereby certify that I am the Acting 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 ____ day of August ____, 2025.

_____, Town Clerk