Town of Upper Marlboro

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MEMORANDUM

To: Board of Town Commissioners

From: Sarah Franklin | Mayor

Date: Tuesday, September 5, 2023

Re: Circuit Rider Manager Hiring Process

Commissioners: Below is information regarding the hiring process for the Office Manager / Assistant Administrator under the Circuit Rider Program.

The Circuit Rider has two components:

1. An office manager for the Towns of Eagle Harbor and Morningside, who will also aid the Upper Marlboro's Town Administrator.

2. A grant writer: The Town is currently contracting those services and should sign a one-year contract for them.

The hiring process for the Office Manager/Assistant Administrator would be:

- Post job description 9/8 (The job description has already been approved by the Upper Marlboro Board of Commissioners, the Town of Morningside, and the Town of Eagle Harbor).

- Begin to schedule interviews the week of 10/9, (The three Mayors will represent each Town for the interview process).

- Offer extended to the preferred candidate the week of 10/30.

- Office Manager / Assistant Administrator will start the week of 11/13 or 11/27.