

COUNCIL OF CHEVY CHASE VIEW

Work Session to Discuss Assistant Town Manager Position

Date: January 10, 2023
Place: Meeting was held in person at Christ Episcopal Church
Present: Paula Fudge, Chair; Tommy George, Peter Marks, Nancy
Somerville, Ed Tarbutton, Council members
Jana Coe, Town Manager

Others Present: None

The Work Session was called to order by Paula Fudge at 7:00 p.m.

In November 2022, Council member Tommy George met with neighboring Town Managers to understand their recent experiences in hiring an Assistant Town Manager. To begin the Work Session, Mr. George presented a detailed report of insights, lessons learned, and recommendations from the Town Managers for the Council to consider in attracting and hiring an Assistant Town Manager.

The Council discussion included the following specifics:

Job Description: The Council discussed the Assistant Town Manager job description, as prepared by Town Manager, Jana Coe. After considerable discussion, the Council asked Jana Coe to prepare a revised draft to include Qualifications (Skills, Experience, Education), Working Conditions (Work Hours, Work Environment) and Physical Requirements. The Council members will submit comments on this revised draft by the close of business on January 13, 2023. The Council agreed that municipal experience and interest in multidisciplinary work are requirements for this new Assistant Town Manager position and set the starting salary range of \$70,000 to \$85,000. In March 2022, the Council added this proposed salary to the FY23 budget and said the budget was approved at the Annual Budget Meeting in April 2022.

Office Space: The Council agreed that office space was warranted, as the position will be in-person with the option of remote work. The office should be in the nearby proximity of the Town of Kensington commercial district. After determining the approximate square footage needed, Pete Marks, Paula Fudge and Jana Coe will research appropriate office rental options. Included in the square footage assessment will be the Town's storage unit contents that include archival files, etc. In March 2022, the Council added this Town office space rental to the FY23 budget and said budget was approved at the Annual Budget Meeting in April 2022.

Hiring Committee: The Council discussed the formation and appointment of Council members Nancy Somerville, Tommy George and Paula Fudge and Town Manager Jana Coe to comprise the Hiring Committee. The Hiring Committee will be responsible for all aspects of sourcing and evaluating candidates and will conclude with a hiring recommendation to the Council. The Hiring Committee plans to advertise the position with the International City/County Management Association (ICMA)

Maryland Municipal League (MML), as well as via eTown mailing to all Town residents.

The Council will further its discussion at the January monthly Council meeting on January 18, 2023.

Adjournment: Pete Marks moved that the Council adjourn at 8:20 pm, Nancy Somerville seconded the motion and it passed with a 5-0 vote.

Respectfully submitted,
Jana Coe, Town Manager