

Town Administrator – Town of Dagsboro

Job Summary

We are seeking a Town Administrator for the Town of Dagsboro. This position involves overseeing administrative functions and fostering collaboration with elected officials and community stakeholders. Join us as our Town Administrator to shape a thriving community.

Responsibilities

- Oversee all municipal operations, including administrative services, public works, finance, planning, and community development.
- Staff monthly town meetings.
- Engage regularly with the town's board members to provide updates on operations, financial health, and strategic progress while supporting their governance responsibilities.
- Manage the town's budget. This entails budget planning, financial management, and resource allocation.
- Lead business development initiatives such as fundraising efforts, grants acquisition, and partnerships to support community projects and services.
- Supervise staff members across departments, fostering a high-performance team environment through mentorship and management best practices.
- Drive operational excellence by streamlining processes, overseeing compliance with regulations, and ensuring high-quality service delivery to residents.
- Facilitate strategic planning sessions to set long-term objectives that promote sustainable growth and community well-being.
- Cultivate strong relationships with nonprofit organizations, local businesses, government agencies, and community groups to enhance collaboration and support civic initiatives.

Qualifications

- Associate's degree or higher preferred with work experience taken into consideration.
- Extensive background in business management with a focus on operational oversight within government or nonprofit sectors.
- Strong financial management experience including budget development, fiscal oversight, and nonprofit financial practices.

- Ability to navigate regulatory environments while ensuring compliance across all municipal activities.

Work Environment

- The Town Administrator position is an in-person position which includes a typical 40-hour work week, one monthly Planning & Zoning meeting, one monthly Town Council meeting, with occasional special meetings and weekend/weeknight events throughout the year.
- Town Hall hours are 8:30 a.m. to 4:30 p.m. Monday through Friday.

Miscellaneous Notes

- Salary commensurate with experience and qualifications.
- Benefits note: Dental and Eye Insurance coverage available to employees and fees deducted from pay. Paid vacation, sick time, holidays, bereavement and health care provided. Payroll is on a weekly basis.