

## **Assistant Village Manager**

The Village of Martin's Additions in Chevy Chase, MD is seeking a part-time Assistant Manager to assist the Manager with municipal administration. The position is 20-30 hours per week for a six-month term. Compensation will be \$25 per hour.

Under the day-to-day guidance of the Village Manager, the Assistant Manager performs a wide variety of duties, including, but not limited to the following.

- Performs standard office functions like answering the phones, sorting the mail, checking official email, maintaining the events calendar, drafting meeting minutes, etc.
- Prepares bills and invoices for prompt payment.
- Updates the Village website with the support of the contract website manager.
- Drafts, reviews, and sends correspondence.
- Prepares for and facilitates or participates in meetings.
- Supports in the management of Village contract services.
- Plans, prepares for, and executes Village events.
- Assists the Village Manager and the Village Council in completing special projects for the Village.
- Ensures continuity of Village operations business during the Village Manager's scheduled and unscheduled absences.
- Performs other duties as assigned.
- Accounting or bookkeeping experience is desirable.

To apply, please submit: (1) cover letter; (2) resume; (3) list of references; and (4) signed copy of the attached statement to [AsstManagerOpening@gmail.com](mailto:AsstManagerOpening@gmail.com) in a single email. Incomplete application packages will not be considered. No phone calls please.

*The hiring municipality is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*

NOTICE TO APPLICANT FOR EMPLOYMENT

**UNDER MARYLAND LAW, AN EMPLOYER MAY NOT REQUIRE OR DEMAND, AS A CONDITION OF EMPLOYMENT, PROSPECTIVE EMPLOYMENT, OR CONTINUED EMPLOYMENT, THAT ANY INDIVIDUAL SUBMIT TO OR TAKE A LIE DETECTOR OR SIMILAR TEST. ANY EMPLOYER THAT VIOLATES THIS LAW IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100.**

(Md. Code, Labor and Employment Art., Sec. 3-702).

---

Applicant's Signature

Date