

**Executive Recruitment for**

**SYKESVILLE, MARYLAND**

GovHR USA is pleased to announce the recruitment and selection process for a Town Manager on behalf of the Town of Sykesville, Maryland. This brochure provides background information on the Town and its organization, as well as the requirements and expected qualifications for the position. Candidates should apply by May 27, 2019 with cover letter, resume, and contact information for five professional references. Apply online at [www.govhrjobs.com](http://www.govhrjobs.com) For more information contact Lee Szyborski, Senior Vice President, GovHR USA, 630 Dundee Road, #130, Northbrook, IL 60062. Tel: 847-380-3197. The Town of Sykesville is an Equal Opportunity Employer.

**Lee Szyborski, Sr. Vice President**

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630 Dundee Road, Suite 130  
Northbrook, Illinois 60062  
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Formal Applications should be submitted to:  
[www.govhrjobs.com](http://www.govhrjobs.com)



**TOWN MANAGER**



### EXECUTIVE SUMMARY

**Town Manager, Sykesville, MD (pop. 4,400).** Located 25 miles west of Baltimore and 40 miles north of Washington, D.C., Sykesville is beautifully situated in central Maryland. A charming railroad hub along the Patapsco River, Sykesville is a vibrant community with a thriving downtown, historical commercial district and numerous attractions. The Town is a designated Maryland Main Street Community.

Sykesville is in one of the state's most picturesque areas, and is less than an hour from historic Gettysburg. The Town's land area covers more than 1.6 square miles. The Town maintains its exurban appeal and high quality of life while balancing growth and progress. The area has been recognized for its livability and family-friendliness.

The Town has a workforce of about 18 full-time and six part-time employees, providing municipal services including police, public works and parks, and administrative services. Public utilities are handled by other entities. The Town Manager oversees Town staff, and a budget of around \$4 million (general fund and capital). The Town Manager also serves as the Town's Zoning Administrator and leads the Town's economic development efforts, including maintaining a close working relationship with the Town's business community. Ideal candidates will possess:

- A Bachelor's degree in public administration or related field; a Master's degree in public administration, business administration or closely related field is preferred;
- Three - five years of increasingly responsible local government management experience;
- Proven leadership, managerial, and interpersonal skills;
- A team-oriented, strategic-thinking approach toward staff leadership; human resources skills and supervisory experience are essential;
- Strong communication skills;
- Financial, analytical and budget management skills to lead a financially fit organization; and
- Experience in zoning, planning, and economic development is a plus.

The Town Manager is appointed by the Mayor and six-member Town Council. The starting salary range is \$90,000 – \$110,000 +/- DOQ, plus an excellent benefit package. Residency is encouraged.

### COMMUNITY HISTORY AND BACKGROUND



The Town's 1.6 square miles includes a number of parks and open spaces. The Town operates a park system consisting of 11 neighborhood parks featuring playground equipment, pavilions, a rock-climbing wall, athletic fields and courts, picnic areas, and multi-use trails. Little Sykes Railway Park features a 1949, 12-gauge miniature train, which is available for children to ride. Additionally, the Town

has a long term partnership with Howard County at South Branch Park that features a state of the art Skate Park, New Pavilion and Playground as well as a historic building that through a charrette remains to be renovated for use.

Other unique points-of-interest in Sykesville include the Gate House Museum of History, which preserves and interprets the history of Sykesville in Carroll County through its collections, exhibits, and special events. The Historic Colored School House has been restored and furnished to its 1904 appearance. Between 1904 and 1938, the structure was a one-room schoolhouse, managed by local community trustees, for African American children during the days of segregation.

Sykesville's state and nationally accredited Downtown Sykesville Connection, along with the Town, sponsor a variety of community events. They include a seasonal Farmer's Market, an annual Fine Art & Wine Festival, Harvest Festival, an annual IceFest and a Craft Beer Festival, to name a few.

Community residents have a choice of both public and private elementary and high schools. The Carroll County Public School System serves residents of Sykesville. The System ranks as one of the top performing school systems in the state of Maryland. Source: CCPSS Website. There are also private and parochial elementary and secondary schools in Sykesville and the surrounding Carroll County area.



There is a wide variety of higher education opportunities in the greater metropolitan area of Baltimore and Washington, D.C. Chief among them include the University of Maryland, College Park (the state system's flagship university), Johns Hopkins University, American University, Georgetown University, George Washington University, and Howard University, among others.



## TOWN GOVERNMENT AND THE TOWN MANAGER POSITION

According to the Town's Charter, all legislative powers of the Town are vested in the Town Council consisting of six Council members and the Mayor. Elected officials are all elected at-large and serve four-year, staggered terms. The Town Council provides legislative guidance for the Town and sets administrative policy. Advising the Mayor and Council are several citizens' boards and commissions including the Historic District Commission, the Planning Commission, the Parks & Recreation Committee and the Board of Zoning Appeals.

The Charter provides for the Mayor, with the consent of the Council, to appoint a Town Manager. All departments and the Treasurer shall be responsible to the Town Manager. In addition, the Town Manager has the following general duties:

- Organize, direct and supervise the administration of all departments, offices and agencies of the Town;
- Determine that all laws and provisions of the Town Charter and acts of the Council are faithfully executed;
- Attend all meetings of the Council and participate in discussions and make recommendations as appropriate at such meetings, but the Town Manager shall not vote;
- Make authorized purchases of materials, equipment, supplies and services;
- Be involved in supervising the construction, maintenance and disposition of all Town property; and
- Do such other things in relation to the fiscal, financial or administrative affairs of the Town as the Mayor or the Council may require or as may be required elsewhere in the laws of the Town of Sykesville.

The Town Manager supervises approximately 18 full-time and six part-time Town employees providing municipal services including police, public works and parks, and administrative services. Potable water and sanitary sewer services are provided by Carroll County. Fire protection is provided by the Sykesville-Freedom District Fire Department which is a volunteer department supplemented by career staff that is partially paid for by Carroll County.

In the upcoming fiscal year, the Town Manager will oversee a budget expected to be around \$4.1 million (general fund and capital). The Town Manager also serves as a key point of contact on zoning and economic development matters, and works closely with the business community.

## CHALLENGES AND OPPORTUNITIES

The incoming Town Manager will be faced with a number of challenges and opportunities that are not uncommon for a unit of local government in today's environment. They include:

**Warfield Development** – The histories of the Springfield Hospital Center and the Town have been intertwined for more than 100 years. At its peak, the Springfield Center housed more than 4,000 mental health patients and consumed over 1,300 acres in the Town. Today,

## Sykesville, Maryland

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Springfield still operates as a mental health facility, but the patient population is around 250 and many of the patients are court ordered for treatment. Other parts of the original campus have been divided up.

In the mid-1990s, the Town bought from the state of Maryland an area of the campus known as the Warfield Complex. It included buildings that housed the Maryland Police and Correctional Training Commission, but the Town has since sold back to the state the buildings housing the Commission.

Up until the last year about 90 acres of the Warfield Complex remained under Town ownership. Designated as a Planned Employment Center (PEC) district in the Town's comprehensive plan, the Warfield plan provides for a mix of residential, retail and office uses. That parcel contains some historical structures. In 2018 the Town sold this parcel to the developers of the Warfield Complex, and about 140 homes have recently been approved, with more promised for the development.

The next Town Manager can expect to closely collaborate with Town officials and the development team to advance the ambitions promised by the plan. The new Town Manager can also expect to work to assure that the Main Street partnerships, as outlined below, and connectivity promised by the new development comes to fruition.



**Main Street** – Main Street Maryland is a downtown revitalization program created in 1998 by the Maryland Department of Housing and Community Development (DHCD). According to the Department, “the program looks to strengthen the economic potential of Maryland’s traditional main streets and neighborhoods. Using a competitive process, Main Street Maryland selects communities who have made a commitment to succeed and helps them improve the economy, appearance and image of their traditional downtown business districts.”

In 2011, the Sykesville Main Street Association was accepted into the Maryland Main Street Program. To accomplish Main Street goals, the DHCD has partnered with the National Trust for Historic Preservation’s National Main Street Center, which developed the Main Street Four Point Approach for commercial revitalization. The Sykesville Main Street Association follows those guidelines, has an active membership, and its success has helped catapult Sykesville’s Main Street into the vibrant retail hub that has contributed to the Town’s national recognition.

Over the years, the Association had been legislatively, financially and administratively supported by the Town officials but its program matured, and its support from the business community and other stakeholders proved sustainable. Within the last year the Association and the Town reached an agreement to spin-off the Association into a non-profit organization, with the goal of it becoming independent and self-supporting, with continued sponsorship and collaboration with the Town. The Sykesville Main Street Association is now known as the [Downtown Sykesville Connection](#).

The next Town Manager should appreciate that the interrelationship between DSC and the Town is ongoing, and that positive and productive working relationships between the Town and the business community is critically important. The Town Council’s expectation from the next Manager is to strike a balance between the public good of the Town and the entrepreneurial work of business owners that contribute to the vitality of Sykesville, all built on a foundation of collegiality and professionalism.



**Community Involvement** - In a small community where residents have high customer-service expectations and involvement in civic affairs, and visitors make up a significant part of the Town’s activities, the next Town Manager should be comfortable having a visible role in the Town, easily interacting with, and embracing a wide



spectrum of residents, individuals, tourists, community businesses and organizations.

**Finances** – The Town is in a strong financial position, with its unrestricted fund balance exceeding 50% of the budget. Given the Town’s healthy finances, the Town has been reexamining its capital needs, and may also consider a property tax reduction in the next year. Yet, the Town’s finances are always in need of a long-term view to assure financial sustainability, as well as continuing to find ways to most efficiently deliver Town services. The next Town Manager can expect to work closely with the Town Council and Town Treasurer to be critically vigilant when it comes to the Town’s finances.

**Town Staff** – The next Town Manager’s approach to management requires an openness for working in a small-staff setting – sometimes an “all-hands-on-deck” approach is simply required to get the work done. The incoming Town Manager has a talented and dedicated workforce who will thrive by working collaboratively and in partnership with the successful candidate.



## CANDIDATE QUALIFICATION CRITERIA

The Town is seeking highly professional candidates who are passionate about local government. The following education, experience, management, and leadership criteria have been identified by the Mayor, Town Council, Town staff and community stakeholders as important skills and abilities for the candidates to possess and demonstrate.

## Education and Experience

- A Bachelor’s degree in public administration or related field; a Master’s degree in public administration, business administration or closely related field is preferred. Three – five years of increasingly responsible local government management experience.
- Proven leadership, managerial, and interpersonal skills to lead a financially fit organization.
- Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control.
- Have experience in working with elected officials, Town staff, and the public in a positive, cooperative, and team-oriented manner to address issues and solve problems.
- Have an understanding of strategic planning processes and possess the ability to help the Mayor, Town Council, and Town Staff articulate a community vision, develop a strategic plan, and deliver on the plan’s goals and objectives.
- Have experience in delivering a contemporary human resources program for Town employees, developing and maintaining strong working relationships with Town staff that builds morale while also holding employees professionally accountable.
- Have a solid record of dealing fairly with staff and employees, committed to treating all with dignity and respect.
- Possess a working knowledge or some experience in zoning, planning, and economic development.
- Have experience in intergovernmental relations, working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive and cooperative manner, presenting and representing Town-approved policies effectively.
- Have a successful record of working with community institutions, business leaders, and citizens’ groups in a cooperative and friendly manner, open to the input and suggestions of all.

- Have a record of keeping up to date and abreast of modern/innovative municipal technology, programs and procedures, understanding how technology can be used to enhance transparency in government, increase efficiencies and provide better customer service for residents.
- Be comfortable in delegating responsibility and authority to professional staff as a team player. Possess the ability to let Town staff carry out their duties and grow professionally, understanding that the occasional misstep will happen and using these to help the employee grow and thrive as part of the team.

### Management Style and Personal Traits

- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Mayor, Town Council and staff, being able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.
- Be an articulate and effective communicator, both orally and in writing; someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers.
- Have a history of regularly communicating with elected officials, keeping them abreast of Town matters and developing issues.
- Be a strong administrative leader and be able to successfully facilitate and assist staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.
- Be a self-starter who has the vitality and energy to motivate and lead others; someone who seeks and enjoys a challenge.
- Possess well developed organizational skills and have the ability to balance numerous projects and issues while keeping on task.
- Be a “people person,” sincerely personable, patient, and accessible, and one who can relate with all persons in the community.
- Promote a strong, service-oriented, “customer relations” approach by all municipal employees in dealing with citizenry.
- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be proactive, anticipatory and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Have an open, friendly personality and communication style and a calm demeanor; be one who can establish trust quickly with others.

