

THE CITY OF
Cambridge, Maryland



INVITES YOUR INTEREST IN THE POSITION OF

City Manager



CAMBRIDGE – AN EXCEPTIONAL OPPORTUNITY



ABOUT THE CITY GOVERNMENT OF CAMBRIDGE

The City of Cambridge has a Council-Manager form of government, pursuant to a City Charter change in 2015. There have been three city managers since that time. The Mayor is elected at large, and there are five Commissioners elected from wards. The Mayor and Commissioners serve four-year terms. The next election is in October, 2024.

The City has 110 employees and a FY24 Budget of \$41 million, which includes \$14.6 million in the General Fund, the Water and Sewer Funds (\$14.9 million), \$10.7 million in the Special Projects Fund and just under \$800 thousand in the Marina Fund). The Police Department currently has 39 sworn officers. The City owns a wastewater treatment plant, which is operated by a non-profit environmental organization under the oversight of Engineering. The Public Services Department combines street maintenance, buildings and grounds, sewer collections and water. The Development Department under the Assistant City Manager includes economic development, planning, code enforcement, housing and community development and historic preservation. The Fire Chief is elected by the volunteers who comprise the Rescue Fire Company and is confirmed by the Mayor and Council. The Administrative Services Department includes human resources, risk management, information technology, and special projects. The Finance Department includes utility billing, accounts payable, accounts receivable, payroll, grants accounting, and the general ledger. The Finance Director works closely with the Director of Administrative Services to provide internal customer service to all staff and externally to City residents.

ABOUT THE COMMUNITY OF CAMBRIDGE

The City of Cambridge was laid out as a town in 1684 and incorporated as a city in 1793. Cambridge has a land area of 10.3 square miles and a population of 12,260. It is the county seat of Dorchester County, and is the County's largest municipality. It is located on the Choptank River on the Eastern Shore of Maryland, and is within 100 miles of Washington, D.C. and Baltimore. Cambridge is a diverse community, with the 2020 Census revealing a population that is 45.4% Black,

42.4% White, 7.3% Hispanic, 1.9% Asian and 0.1% Native American.

Cambridge boasts a rich maritime and cultural heritage that can be explored in museums, through historic district tours, and strolling the streets of downtown. Famed Underground Railroad conductor Harriet Tubman was born nearby, and the Harriet Tubman Museum and Educational Center honoring her stands in the heart of the downtown district.

Cambridge is experiencing a bit of a housing boom. After averaging 17 residential building permits annually from 2016 to 2020, new home permits have averaged 210 units in each of the last three years (2021 through 2023).

The Cambridge economy is diverse, including the Hyatt Regency Chesapeake Bay Golf Resort, Spa and Marina, which is the City's largest employer, the recently opened University of Maryland Shore Medical Center, and the multi-purpose non-profit Delmarva Community Services. Several other firms, such as RegalRexnard, CK Lord, J.M. Clayton Company, GKD USA, Culta and The Mushroom Company provide employment opportunities across a number of occupational categories. Downtown Cambridge is also home to the craft brewer, RAR Brewing

ABOUT THE POSITION

The City Manager is appointed by, and serves at the pleasure of the City Commission. The City Manager is responsible for assuring effective management of City operations. The City Manager provides the link between the elected Mayor and Commissioners and the City staff.

The successful candidate for City Manager shall be required to;

- Supervise and ensure coordination of City departments
- Be the chief financial officer of the City
- Oversee procurement
- Attend Regular Meetings and Worksessions of the City Commission
- Supervise City elections
- Encourage and provide staff support for regional and intergovernmental cooperation; effectively pursue federal and State grants and other non-tax revenue

- With the assistance of the Finance Director prepare the City operating and capital budgets
- Be the chief personnel officer of the City
- Be the chief public spokesperson for City departments (except police) and City Council
- Build an efficient and effective organization to accomplish goals of City leaders

ABOUT THE CANDIDATE

The City of Cambridge seeks a proven, dedicated, responsive and experienced individual for the position of City Manager. The ideal candidate will be a strong leader, manager and administrator with excellent communication skills. The successful candidate shall possess a Bachelor's degree and a Master's degree in Public or Business Administration. Five years' experience as a city or county manager is required. Experience as a department head in local government, or a significant position in private business or the non-profit sector will be considered.

The successful candidate must be technologically savvy, and politically astute, but not political. The manager will be fiscally responsible and exude a high level of integrity at all times. The candidate must be an avid listener, critical thinker, and possess excellent interpersonal, and oral and written communications skills. The individual should be knowledgeable in all aspects of municipal government (public safety, public works, finance/budgeting, planning and economic development, communications) and have the ability to convey complex information in simple terms. The candidate must be committed to the principles of green infrastructure and sustainability.

Building rapport and maintaining key internal and external relationships are vital aspects of the City Manager role. The Manager must have the ability to develop and maintain relationships with the Mayor, City Commissioners, City

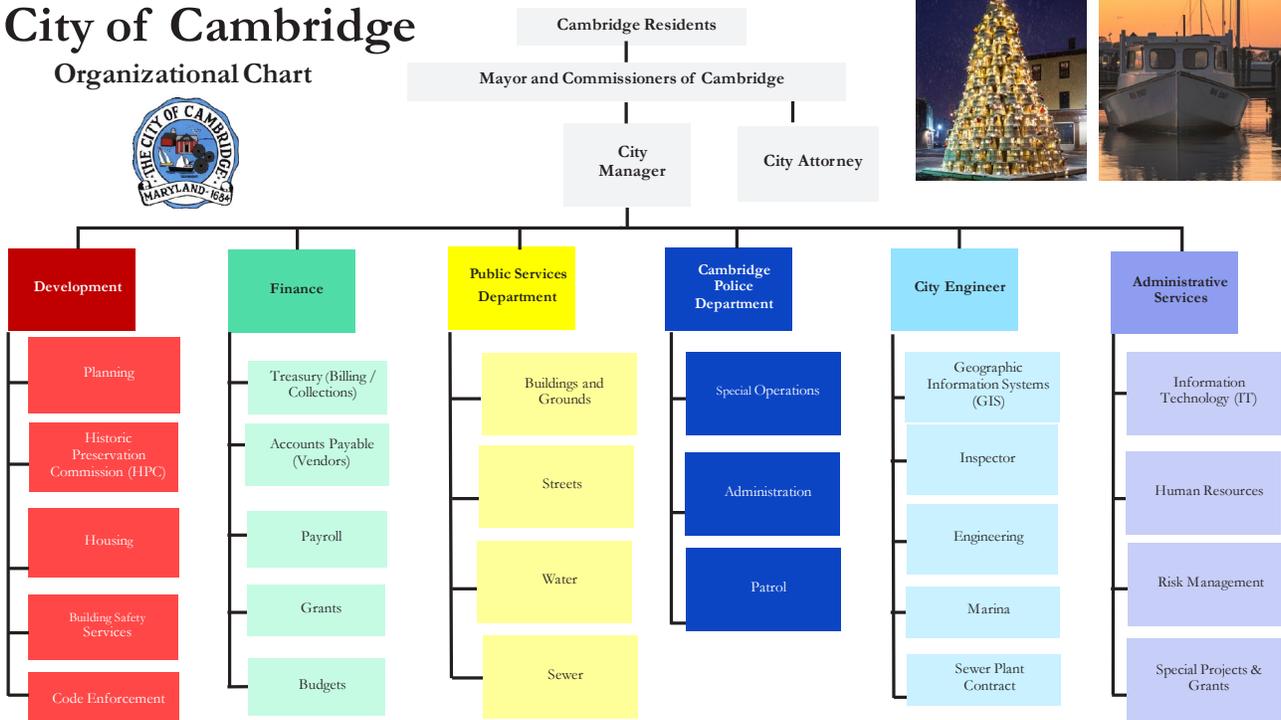
employees, and other local, county, state and federal officials as well as the community at large. The elected officials expect the Manager to exhibit a welcoming style, as well as someone who is engaged in the community.

KEY OPPORTUNITIES FOR THE CITY

- Managing approximately \$20 million in sanitary sewer and water projects in next five years to reduce illicit sewer overflows. Crucial to this is navigating relationships with state agencies, environmental groups, and the community
- Restarting the Cambridge Harbor waterfront development project, a 35-acre project led by a local community development corporation (CWDI),
- Revitalization of the historic Pine Street neighborhood
- Overall economic development, including the downtown business district
- Advancing fair and safe housing, including standing up the first land bank authority in Maryland, and improving code enforcement
- Managing the design and construction of an \$18 million, grant funded living shoreline resiliency project to protect the community from rising sea levels along the mighty Choptank River
- Obtaining and managing tens of millions of dollars in state and federal grants, including a recently awarded HUD grant for \$1.8 million for lead remediation, which includes training for inspectors
- Leading a comprehensive land use process and rewriting the unified development code and other development regulations
- Implementing best management practices in finance and human resources

City of Cambridge

Organizational Chart





COMPENSATION AND BENEFITS

The City Manager for the City of Cambridge can expect a salary in the range of **\$135,000 to \$150,000**, depending on qualifications and experience. The successful candidate will also receive a competitive benefit package, including participation in the Maryland State Retirement System. Residency within the City of Cambridge is preferred, but not required.

TO APPLY

Resumes/letters and professional references should be sent by email by 5pm EDT on **May 28, 2024**.

David J. Deutsch, Senior Associate
Mercer Group Associates
Cell phone: 301.343.6033
Email: daviddeutsch610@gmail.com
Website: www.mercergroupassociates.com



MERCER GROUP ASSOCIATES

The City of Cambridge is an Equal Opportunity Employer. The City does not discriminate on the basis of race, color, religion, age, country of origin, marital status, disability, sexual orientation, gender identity, political affiliation, or status in any other group protected by federal, State or local law in employment or the provision of services.

