

TOWN OF NEW WINDSOR
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Job Announcement

Circuit Rider - Carroll County - Two (2) Positions – Opportunity to Work with Town of New Windsor

Maryland Rural Development Corporation

DESCRIPTION OF POSITION:

These positions assist and support Carroll County small towns (Sykesville, New Windsor, and Union Bridge) and direct efforts in rural municipal administration and related community/economic development services. Positions will interface directly with local elected & appointed officials, community volunteers, non-profit, state and federal agencies. Circuit Rider will perform duties under the supervision of the MRDC Rural Infrastructure Coordinator and in cooperation with MRDC Community Development personnel.

DUTIES AND RESPONSIBILITIES:

General Duties:

- Municipal Administration – prepare draft public notices, municipal ordinances, charter amendments and budgets. Acts as liaison with other municipal staff, county, state, and federal government representatives. Supervises other town employees when authorized
- Loan/Grant Preparation/Administration – prepares applications for federal and state loan/grant programs. Administers approved projects.
- Communication and Information – analyzes specific problems and provide appropriate advice to town staff and to elected officials. Maintain familiarity with federal and state program laws and regulations as well as issues/problems endemic to rural municipal governments. Must be knowledgeable regarding trends and policies in municipal finance, human resources management, general management and public administration
- Other Services – provides ad hoc assistance. Attends meetings regarding town affairs and as requested
- Assist members in need of improved water/wastewater and other municipal services
- Assist communities in operations/management and administrative services
- Facilitate local short/long term planning efforts as required

- Specific technical assistance may include any of the following:- Regulatory compliance- Problem identification- Project administration/Project development/Administrative training - Community surveys- Operator assistance/training- Initiate engineering reviews
- Promote community volunteer activity to support local efforts.
- Interface with local and regional technical assistance and funding entities
- Project Development/Facilitation in cooperation with Rural Infrastructure Team
- Submit reports as required to MRDC and/or funding agencies in a timely and concise manner
- Attend meetings and/or training(s) as required to successfully perform duties

MINIMUM QUALIFICATIONS:

- Four year degree in program development/planning, public administration or related field
- Four years' experience in rural based development and/or operations of rural municipal government, economic or community development projects
- Proven ability to work with representatives of low income communities as well as federal, state and local governments
- Proven written and verbal communication skills
- Ability to travel within state and regionally as required (personal vehicle with reimbursement)

Job Type: Full-time

Salary: \$35,000.00 to \$40,000.00 /year

Required education:

- Bachelor's

Send Resume to hrdept@mrdc.net