

# CITY OF MOUNT RAINIER

Prince Georges County, Maryland

Mount Rainier City Hall  
1 Municipal Place  
Mount Rainier, MD 20712  
[www.mountrainiermd.org](http://www.mountrainiermd.org)

## INTERIM CITY MANAGER

### Position Description

#### Summary

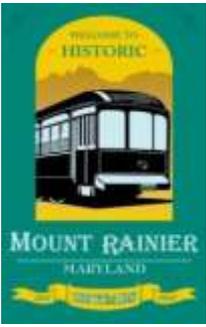
**The City of Mount Rainier, MD seeks an Interim City Manager to manage our city during an exciting and dynamic transition. The appointment term is for a minimum of four months, with the possibility to extend.** Mount Rainier, MD is a diverse, progressive municipality of ~8,000 residents in Prince George's County right on the border of Washington, DC. Mount Rainier is a diverse community of engaged citizens and a fantastic city staff. Our citizens enjoy the benefits of a community in which we support a Bike Co-op, Community Tool Shed, Community Garden, Corn Bin, and Architectural Conservancy Zone. We have a strong base in the arts and a commitment to our local businesses. Our dedicated staff includes 24 staff and 17 police officers. They navigate the demands brought on by the bordering urban environment, while servicing and managing the friendly, engaged, and vibrant community. We seek candidates with experience in local government administration who can multi-task efficiently, manage effectively, and be an asset during a transitional time for the city. **Our desired start date is July 5, 2015.**

#### Introduction and Background

Mount Rainier in Prince Georges County, MD is a small municipality (1.7 square miles) bordering the nation's capital. The city is undergoing dramatic change, including three new development projects slated to begin within the year, and a demographic shift that includes an influx of young families. This historic, front porch community has tree-lined streets, a diverse population of 8,500 residents and is the point of entry for The Prince George's County Gateway Arts District.

City Hall reflects the vibrancy and growth that the city is undergoing. In addition to our Department of Public Works, Code Enforcement, the Police Department (including Parking Enforcement and Call-A-Bus), and the Finance and Communications Departments, the city recently hired a Director of Economic Development. The director's charge is to create a plan and facilitate the rapid growth of our business districts, and manage the needs of our small, independent business community. The city also has active committees including the Green Team, the Design Review Board and Tree Commission. Current projects include a major street retrofit with stormwater management best practices, a city government organizational assessment, and a public-private partnership to catalyze a signature mixed-use development in our historic downtown.

The City of Mount Rainier requests proposals for executive recruitment and management consulting services. During the appointment term of the Interim City Manager, the city intends to conduct a professional executive search for a City Manager while concurrently performing an organization assessment of the city and its departments to identify opportunities to improve the efficiency and effectiveness of municipal services. We look forward to engaging an Interim City Manager that can be an asset in this process.



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## INTERIM CITY MANAGER

### Position Description

(continued)

**Reports to:** Mayor and the City Council (Total 5 persons)

**Position Summary:** Chief administrative officer of the city, responsible to the Mayor and Council for the administration of all city affairs placed in the city manager's charge by or under the city charter, code, or ordinance.

The Interim City Manager shall:

- A. Make term appointments and suspend or remove any city employee when necessary, but only with prior approval by Mayor and Council;
- B. Direct and supervise the administration of all departments, offices and agencies of the city;
- C. Attend all city council meetings. The City Manager shall participate in discussion and provide relevant information at the request of the Mayor and Council;
- D. See that all laws, provisions of the city charter, resolutions and ordinances, subject to enforcement by the City Manager or by officers subject to the City Manager's direction and supervision, are faithfully executed;
- E. Prepare and submit the annual budget and capital program;
- F. Submit and make available to the public a complete report on the finances and administrative activities of the city at the end of each fiscal year;
- G. Make such other reports as the Mayor and Council may require concerning the operation of city departments, offices, and agencies;
- H. Keep the Mayor and Council fully advised as to the financial condition and future needs of the city;
- I. Provide staff support services for the Mayor and Council members and make recommendations to the Mayor and Council concerning the affairs of the city;
- J. Perform any other duties specified by the city charter, city ordinances, or as may be required by the Mayor and Council; and
- K. Participate in the organization assessment the city will undertake, providing information, assistance and recommendations as needed.

The Interim City Manager is also responsible for performing duties as defined and or prescribed by the Mayor and Council to include drafting of legislation, conducting research, submitting and filing of reports and other documents as required to keep the Mayor and Council updated on the affairs of the city, as well as grants administration. The Interim City Manager works in conjunction with the Chief Financial Officer for the city to ensure that the Mayor and Council are kept abreast of the fiscal affairs of the city and implements policies and procedures that confirms fiduciary accountability for the city.

Please Note: The Interim City Manager will not be considered for the permanent City Manager position.

Please direct resume, cover letter, and any questions to :  
Councilwoman Shivali Shah (Shivali@ShivaliShah.com )  
Applications will be accepted on a rolling basis.