
Town Manager Resume

Job Objective

Seeking a career as Town Manager in which I can use my skills and experience to grow with company and become a valued member of the team.

Highlights of Qualifications:

- Experience in administering municipal bodies and resolving community problems
 - Outstanding knowledge of Federal and State programs
 - Deep knowledge of public administration procedures
 - Profound knowledge of maintenance programs, road, drainage and bridge maintenance programs
 - Remarkable ability to analyze situation and resolve them
 - Immense ability to manage staff and evaluate work
 - Sound communication skills in both written and oral forms
 - Familiarity with of municipal, state and federal programs and decision-making processes
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Professional Experience:

Town Manager

GAP Inc, Frederick, MD

October 2008 – Present

- Determined policies and informed all council members of various works of local government.
- Initiated ideas for new buildings and its affect on community as a whole.
- Hired department heads and other personnel for municipal work in town.
- Scheduled annual budget for organization and submitted it to management for approval.
- Analyzed all bids submitted by contractors and recommended appropriate organization for completing work.
- Monitored all laws and policies and ensured its enforcement.
- Managed customer complaints and recommended solutions to management.
- Prepared administrative reports and managed everyday operations of city.

Town Supervisor

GAP Inc, Frederick, MD

August 2003 – September 2008

- Monitored activities of town and its department heads.
- Managed all emergency situations and provided appropriate solutions.
- Coordinated with Town board and resolved all issues and made necessary recommendations.
- Appointed supervisor, secretary and historian for town activities.
- Scheduled annual budget and initiated all taxes laws.
- Administered working of systems and elected members for town supervision.

Town Secretary

GAP Inc, Frederick, MD

May 1998 – July 2003

- Managed all town documents and maintained all files and legislation.
 - Oversaw all legislative procedures.
 - Prepared agendas to be discussed by council members.
 - Scheduled town council meetings and prepared records of minutes.
 - Monitored all petitions filed by citizens and informed management.
 - Prepared and updated Code of Ordinances.
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Education:

Bachelor's Degree in Public Administration

Dayton Barber College, Dayton, OH

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