

Part-time position: **Manager for the Village of North Chevy Chase.** The Village is comprised of approximately 200 households. Governance is provided by the Village Council, which meets monthly. Manager must be able to operate out of his/her residence, with ability to be onsite at the Village when required. Village laptop and smart phone will be provided. Principal responsibilities include:

- serving as primary point of contact for Village residents and with external entities;
- publicly representing the Village's position on matters consistent with Council decisions;
- ensuring compliance with federal, state and local laws and regulations;
- performance of basic budgeting and financial reporting activities;
- providing support for Council at its monthly meetings;
- preparation of official Village written materials including: correspondence, monthly Village newsletter, and website maintenance;
- contract oversight regarding vendors providing services to the Village.

Interested applicants should contact Council Chair at chair@northchevychase.org, with a copy to secretary@northchevychase.org.