



OFFICE OF THE SELECTBOARD
272 Main Street Townsend Massachusetts 01469



Chaz Sexton-Diranian, *Chairman*

Joseph Z. Shank, *Vice Chairman*

Theresa A. Morse, *Clerk*

Edward R. Perry, *Interim Town Administrator*

Sabrina Moore, *Administrative Assistant*

Job Posting:

Town Administrator

The Town of Townsend, MA, population 9,127 (2020 Census), seeks an individual who has hands-on experience in municipal government, a strategic mindset and is a visionary leader with effective communication and collaborative skills to serve as its Town Administrator. This is an immediate position in a full-service municipality led by a three-member Board of Selectmen with a representative town meeting form of government. The total operating budget of Townsend is approximately \$30 million. The candidate will hold a bachelor's degree in public administration or a related field and at least five years of progressive experience in municipal administration. A master's degree in public administration or a related field is preferred but any equivalent combination of education and experience will be considered.

The successful candidate will possess knowledge of the principles and practices of public administration including thorough knowledge of principles, practices, and laws relating to Personnel Administration for public employees, including collective bargaining; knowledge of sources of information related to problems of local government; thorough knowledge of the laws related to Public Hiring, Discrimination, Harassment; thorough knowledge of the laws related to the procurement process; knowledge of Massachusetts General Law's; knowledge of municipal finance and budgets; and an understanding of Townsend's local bylaws. Candidates should also have a proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, and appropriate software applications. An aptitude for numbers and details is highly desired. Strong analytical skills, organizational skills, office management skills, and public speaking would round out the qualifications. Candidate must be willing to ask questions, to work collaboratively with staff, and exhibit integrity.

Compensation for this position would be in the \$120,000 range and will be negotiated with the sitting Board of Selectmen who would be the supervisory body. As this is a full-time position, the work schedule would be flexible as conditions dictate to serve the needs of the town. The hours may also require work beyond normal town business hours to attend evening meetings and town functions. The preferred candidate would reside in or near Townsend and be readily available for any possible municipal situation needing immediate attention.

Applicants should apply via email directly to: Town Administrator Search Committee at selectmen@townsendma.gov with a job application, cover letter and resume along with salary requirements. All applications will be processed by the search committee and vetted candidates will be presented to the Board of Selectmen for the final interviews. Employment application and a detailed job description are available at www.townsendma.gov. **The interviewing process has begun. Applications will be accepted until 07/15/24.** The Town of Townsend is an AA/EOE.