

Notice of Vacancy

Town Administrator

Town of Adams, Massachusetts

The Town of Adams (population: 8,047), an active and engaged community, is seeking qualified applicants for the position of Town Administrator to serve as its Chief Administrative Officer. The successful candidate will possess exceptional oral and written communication skills, a thorough understanding of municipal finances, budgets, procurement, Massachusetts general laws, personnel management, economic development, and planning, as well as the ability to establish strong working relationships with the Select Board, community, Town committees, and staff. The successful candidate will understand that connecting with and communicating to Adam's many constituencies, in partnership with the Select Board, is critical to success as a Town Administrator.

Candidates must be especially fit by education, training, or previous public administration experience to perform the office's powers and duties. The Town Administrator shall be appointed based on educational, executive, and administrative qualifications and experience. The educational qualifications shall consist of at least a bachelor's degree, preferably in public administration. The professional experience shall include at least three years of prior full-time compensated executive service in public or business administration. The ideal candidate will be a committed, fiscally capable leader and a collaborative team builder capable of leading a community with an active, engaged, and deliberate citizenry.

The Select Board will directly negotiate a competitive salary and benefits package with the final qualified candidate. The current salary range is \$125,000 to \$150,000. Final salary negotiable, commensurate with qualifications. An attractive benefits package, including health and retirement plans, is part of the Town Administrator's total compensation. Preliminary interviews are targeted for the later part of August. All replies will be kept confidential until finalists are identified. Please send a cover letter and resume (electronic PDF submissions preferred):

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