

Town Administrator

Town of Northfield

Northfield, MA (pop. 3,000), a charming rural community in Franklin County, is seeking a seasoned, communicative, and collaborative municipal administrator to serve as its Town Administrator. The community is primarily rural and residential. Northfield has an Open Town Meeting form of government and a three-member Board of Selectmen. Northfield provides a high level of customer service with an annual operating budget of approximately \$8.4 million.

The successful candidate should possess a Bachelor's degree and/or Master's degree in a field related to municipal management, and preferably 3 or more years of progressive experience as a municipal administrator or assistant municipal administrator, or education and experience in or with municipal government that is equivalent. The successful candidate should possess demonstrated skills with municipal finance, economic development, communications, personnel administration, grant writing, procurement, intergovernmental relations, and general knowledge of small town government operations. The successful candidate must have high interpersonal skills and possess a strong belief in transparency, consensus building, and a team-oriented municipal organization. A community and position [profile](#) can be located on Community Paradigm's website.

Salary: \$90,000+/- commensurate with qualifications. Northfield is an EOE/AA employer. For additional information related to the position, the town and the application process, contact Bernard Lynch, Principal, Community Paradigm Associates at blynch@communityparadigm.com. Résumés, in confidence, by 5:00 p.m., October 15, 2018, to: Northfield, MA – Town Administrator Search, Community Paradigm Associates, One Saddleback, Plymouth, MA 02360.

ELECTRONIC SUBMISSION in a single PDF PREFERRED:

apply@communityparadigm.com