

TOWN OF RUTLAND



BOARD OF SELECTMEN
246 Main Street, Rutland, MA 01543
PHONE: (508) 886-4100
FAX: (508) 886-7913

JOB POSTING

TOWN ADMINISTRATOR

The Town of Rutland, population approximately 9,000, seeks professional candidates for the position of Town Administrator. Rutland is an attractive, fast growing residential community in Worcester County with a rich agricultural history, open space and limited commercial development. Appointed by a 5-member Board of Selectmen, the Town Administrator serves as budget director, (\$21.5 million budget) and personnel director, and is the Board's agent for all town affairs on a day-to-day basis, assuring the effective administration of town government. The Town Administrator has broad supervisory authority, and as Personnel Director, appoints most town employees and participates in all collective bargaining sessions. Candidates must have a minimum of 5 years direct municipal administration or management experience in Massachusetts, preferably in a town with 5,000 or more inhabitants, a BS or BA in Public Administration, Public Policy, Political Science, Business Administration or related field. A Master's degree in a relevant field is preferred. Candidates must demonstrate significant knowledge and proven experience with municipal finance, procurement (MCPPO strongly preferred), budgeting, human resource/labor relations management and information systems, and must possess superior interpersonal and communication skills. Negotiable salary to low \$100,000s DOQE.

Submit resume, cover letter and completed Town of Rutland employment application to: Board of Selectmen, Town of Rutland, 246 Main St., Rutland, MA 01543. The employment application and complete job description can be found at www.townofrutland.org.

Application Deadline: Monday, June 25, 2018.

Rutland is an equal opportunity employer

Posted: June 6, 2018