

## **Town Administrator Position Boxford, MA**

Boxford, MA (8,500 pop.), seeks a dynamic, proactive and innovative municipal leader to replace its long tenured Town Administrator who is retiring after 22 years of dedicated service. Boxford is an upscale suburban community with a rich history and heritage, and has carefully retained much of its rural, agricultural character. It is a well-run, financially stable community, as evidenced by its AAA bond rating, with conservative budget practices and strong financial reserves. In addition, this municipality is known for its excellent schools and for providing exemplary public services to the residents. Boxford is located in the beautiful Merrimack Valley just 24 miles north of Boston, 15 miles from the picturesque beaches of the North Shore and 120 miles from the White Mountains of New Hampshire.

Incorporated in 1685, this classic New England community is governed by a five-member Select Board, Town Administrator, and Open Town Meeting. The Town Administrator serves as the chief procurement officer and oversees an operating budget of \$35.6M, including \$24.0M for educational expenses, as well as an annual capital budget. Boxford is part of the "Tri-town" District which includes neighboring Topsfield and Middleton. The Masconomet Regional School District consists of a middle and high school (located in the same complex) serving students from the Tri-town area.

The ideal candidate will have a bachelor's degree and (preferably) a master's degree in Public Administration or an equivalent degree in a related field. The candidate should have a minimum of 5-years progressive experience as municipal administrator, assistant administrator or an equivalent combination of education and relevant paid professional management experience. The candidate must be able to identify with and embrace the small-town lifestyle of Boxford. In addition, the candidate must be approachable, a strong communicator, a leader with a collaboration management style, and a strategic thinker.

### **Salary and Schedule**

Candidate screening will commence on April 5, 2021. The Town will negotiate a competitive compensation package commensurate with experience (salary range \$117,000 to \$155,000) and an employment contract with the selected candidate. Boxford is an equal opportunity employer.

### **How to Apply**

Resume and cover letter must be submitted in pdf format to [hire@boxfordma.gov](mailto:hire@boxfordma.gov) and must be received no later than April 12, 2021 @ 8AM EST.