

James J. Ryan

Email: [REDACTED]

April 11, 2021

To the Town Administrator Screening Committee:

I am writing to you today to express my interest in becoming the next Town Administrator for the Town of Boxford. I believe that not only am I qualified but my particular skills and experiences make me an excellent choice for this position.

My position in Wellesley prepared me to manage the municipal budget, as I was responsible for ensuring all departments prepared operating and capital budget requests in order to assemble the Town's \$150M budget. Through this work, I gained the skills needed to manage budgets and maintain a rolling 5-year capital plan. Additionally, articulating changes to the capital plan to the Selectmen was also my responsibility.

In Salisbury, I have continued to grow professionally and my skills and knowledge of municipal management has grown commensurately. For example, I have just finished my full certification as an MCPPO and have been certified by the Massachusetts Commission Against Discrimination for conducting internal investigations of employee conduct.

In Salisbury, I act as the Town Manager's Chief Assistant and also the Human Resources Director. As such, I am responsible for communicating his vision to the staff and forming the necessary coalitions to accomplish goals. I have also become the central hub for employees when it comes to issues they have or questions about benefits. Where staff declined to seek guidance from my position before I arrived, all members of the staff now come to me regularly for assistance. I am proud to say that since I arrived, the team has become more collaborative while still allowing Department Heads the autonomy to lead their departments.

During my time in Salisbury, I have also been able to foster a lot of regional relationships that have been beneficial to the Town. We are in the process of forming an inter-municipal Joint Purchasing Arrangement (JPA) between Salisbury, several surrounding towns, and our regional school district. Not only is this of interest to those involved but just the mere idea of a JPA has pushed down health insurance renewals individually for the members involved in FY22.

Salisbury is also more transparent than ever. Last year, for the first time, I implemented and currently run Town social media accounts on Facebook and Twitter complete with rules for conduct in using these platforms. Information about the Town is more accessible than ever which has been even more important as the Town has joined a regional collaborative for administering COVID-19 vaccines. Weekly these links are sent to me and I post them on all our media platforms so Salisbury residents can sign-up quickly and without hassle.

I believe that all of these skills, knowledge, and experience has prepared me exceptionally well to become the next Boxford Town Administrator. I thank you for your time and consideration in reviewing this cover letter and attached resume, and I hope you will afford me the privilege of an interview.

Sincerely,

James J. Ryan