

# SUSAN L. INMAN



March 30, 2021

Mr. Timothy Feeney  
Town Administrator Screening Committee  
Town of Boxford  
7A Spofford Road  
Boxford, MA 01921

Dear Mr. Feeney,

Please accept this letter and the attached resume as application for the position of Town Administrator for the Town of Boxford. My experience, record of innovative achievements, and my readiness to transition into this role provides a mutually beneficial opportunity for my continued service to the Town.

For the last ten years, I have taken every opportunity to not only learn from our current Town Administrator, but to seek other ways to enhance my skills. During my time in Boxford, I have completed six educational initiatives, including a Master of Public Administration (MPA), and designations as a Massachusetts Certified Public Purchasing Officer (MCPPO) and a Society of Human Resources Management – Certified Professional (SHRM-CP). I have earned a place as a Town Administrator, and I am confident I will be successful in the role.

Nearly twelve years in the public sector and twenty years in the private sector have provided me with a broad skill set. Years of experience as a Communications Manager in the private sector helped me develop strong organizational skills, exceptional writing skills, and a unique ability to successfully manage projects. My role in Boxford has allowed me to use my strong communication skills to collaborate with many groups, and my accomplishments support residents, boards, employees, and department heads alike. I have a track record for creating efficiencies and finding opportunities to better serve the Town and its residents. My contributions to Boxford have been recognized by elected officials, the Town Administrator, committees and constituents. In my ten years, I have led efforts resulting in a centralized procurement system, replacement of all technology systems, multiple office relocations, and settlement of collective bargaining agreements. As a result of the pandemic, I have rolled out a technology plan for our employees to work from home, facilitated a complete conversion to online meetings, and recently coordinated Boxford's first outdoor Town Meeting. These efforts enabled Boxford to meet the challenges of 2020 due to the pandemic, and our accomplishments are great examples of this administration's collaborative response to some of the most difficult circumstances.

## SUSAN L. INMAN



Mr. Timothy Feeney  
March 30, 2021  
Page 2

I am enthusiastic to provide the efficient, responsive, and transparent governance Boxford's active constituency is owed and to continue the successful partnerships I have cultivated in Boxford over the past ten years. There is no question that the retirement of our current Town Administrator will be felt regardless of who is the new Town Administrator, but I do believe my knowledge of Boxford and track record will be the right match for the position. I look forward to discussing the position with you further.

Sincerely,

*Susan L. Inman*

Susan L. Inman