**Town Administrator**

The Town of Berlin, MA (pop. 3,096), is seeking a candidate experienced in all phases of small town local government qualified to be the community’s first Town Administrator. Governed by a three-member Board of Selectmen, Berlin operates under an open town meeting structure, and in accordance with a new Special Act. The Town Administrator reports to the Board and supervises, manages, and coordinates the day-to-day activities of all town departments and employees under the jurisdiction of the Board, as well as acts as chief procurement officer for the Town. With 26 FT employees and approximately 55 PT employees, the Town’s budget for FY19 is $13M. Effective 7/1/19 Berlin will be part of a fully regionalized school system.

Candidates should have a collaborative, and effective leadership style grounded in integrity; possess excellent verbal and written skills; be proficient in financial, communication, and presentation software applications. The Town of Berlin is a classic New England town, primarily a residential community with strong commercial segments at its borders. It has a strong sense of pride in its rural heritage. Route 62 runs through Berlin which is also strategically located on the I-495 corridor, near I-90, I-290, and Route 2. Berlin is uniquely located so as to be an easy day trip to Boston or Worcester with all the educational, health, and cultural opportunities found in those cities, as well as within easy reach of all the New England states. Bachelor’s degree in a related field (Master’s preferred), and at least 5 years (7 years preferred) progressive municipal management and leadership experience, or relevant combination of experience and education. Salary range up to $150k, commensurate with qualifications. Standard benefits. Equal Opportunity Employer.

For additional information related to the search, contact Alan Gould, President, Municipal Resources Inc. at 603-279-0352, x320. Resume and cover letter in confidence as PDF attachment to: recruitment@mrigov.com ADDITIONAL INFORMATION: www.mrigov.com/career DEADLINE: Monday, April 8th, 2019 at 8 am