

Town Administrator

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Town Administrator

Town of Wellfleet, Massachusetts

The town of Wellfleet (permanent population: 3,566 seasonal; more than 30,000), a complex, dynamic, and diverse community is seeking qualified applicants for the position of Town Administrator to serve as its Chief Administrative Officer. The successful candidate will have excellent leadership qualities, exceptional oral and written communication skills, understanding of or ability to become adept in municipal finances, budgets, procurement, Massachusetts general laws, personnel management, and planning. Candidates must be a person especially fit by education, training, or previous experience in public administration to perform the powers and duties of the office.

The candidate should be a communicator, always seeking first to understand, forward-thinking and innovative, with a strong commitment and motivation to work collaboratively with local boards, town department heads, employees, and citizens (permanent, seasonal, and commercial). The Town Administrator plays a crucial role in the town's overall planning, management, organization, stability, and growth of the community. The Town Administrator must be able to and have a proven track record in developing strong and productive working relationships with the various constituencies in the communities and/or organizations in which they have worked. The Town Administrator works under

the direction of a five-member Select Board. The duties are outlined in the Wellfleet Town Charter which can be found on the town's website: www.wellfleet-ma.gov

The town has established a salary range of \$170,000 to \$195,000. Final salary negotiable commensurate with qualifications. An attractive benefits package, including health and retirement plans, is part of the Town Administrator's total compensation. Preliminary interviews are targeted for the end of February. All replies will be kept confidential until finalists are identified. Please send a cover letter and resume (electronic submissions preferred) or request a Position Profile Brochure to:

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