



**TOWN MANAGER
WILLIAMSTOWN, MASSACHUSETTS**

Town Manager, Williamstown, MA (pop. 7,806). An historic and beautiful community, Williamstown is located in northwestern Massachusetts in the Berkshire Mountains. Nestled in natural beauty and sharing borders with New York and Vermont, Williamstown is one hour east of Albany, NY and 20 minutes south of Bennington, VT. Williamstown seeks an experienced executive to serve as its next Town Manager. Proud of its small-town appeal, historic sites and solid and varied residential neighborhoods, Williamstown is also home to Williams College, the second oldest college in the state founded in 1793.

The Town offers a host of outdoor activities in the surrounding mountain ranges and rivers, as well as in-town activities such as shopping, galleries, and many Williams College-sponsored events available to the community. Williamstown has a vibrant arts and cultural community, and is especially known for its summer series of plays and musicals by the award-winning Williamstown Theatre Festival.

The Town has approximately 195 employees, 92 of whom are in departments reporting to the Town Manager, and a \$25 million combined budget. The Town's municipal general fund is about \$8.1 million. The Town holds an Aa1 bond rating.

The Town is seeking a collaborative professional with strong communication skills. Experience in economic development is a plus.

The successful candidate will:

- Possess a progressive, open and communicative management style;
- Have proven financial/analytical and human resources skills;
- Have a passion for public service;
- Have an understanding and appreciation for the Open Town Meeting form of government; and
- Have a record of visibility, accessibility and transparency.

Candidates should also have:

- A bachelor's degree; a Master's degree in public administration, business administration or other advanced executive level training such as ICMA Credentialed Manager will be viewed favorably;
- Five to seven years of increasingly responsible public, private or non-profit sector executive level experience; and
- Proven managerial and interpersonal skills to lead a dynamic, financially fit organization in an active, engaged, and highly-educated community.

The Town Manager is appointed by the Board of Selectmen. Residency is required within a reasonable time after appointment. Starting salary range: \$ _____ +/- DOQ, plus exceptional benefits.

Candidates should apply by _____ 2021 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szyborski, Senior Vice President and

Michael Jaillet, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240.
The Town is an Equal Opportunity Employer.

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