



CLINTON
MASSACHUSETTS

Assistant Town Administrator

Position Statement

Clinton, MA (15,428 pop.), is a charming New England town with industrial roots. Clinton became an industrialized mill town, using the Nashua River as a source for waterpower. In 1897, construction began on the Wachusett Dam, culminating in the filling of the Wachusett Reservoir in 1908. This flooded a substantial portion of Clinton and neighboring towns, which had to be relocated. The Town claims to have the oldest continuously used baseball field in the world, Fuller Field, which was created in 1878.

The Town offers opportunities to work in a challenging environment in a community that feels like a small city. [Clinton](#) is more than a bedroom suburban community. It is a Town that has remade itself from the many mills it once housed into a community with a vibrant downtown that offers the best features of a New England lifestyle. It is a hub of services for many communities in the area and seeks to draw new business opportunities.



The Town recently created the position of Assistant Town Administrator. The position will report to the Town Administrator who has held the position for the last 27 years. This is a great opportunity for the right person to assist in making this position a vital cog in the operations of the administration of Clinton. Clinton is a full-service community. It has many of the functions of a larger community that would not otherwise be present in a

Important Links:

- [Town of Clinton](#)
- [Clinton Annual Budgets](#)
- [Clinton Town Reports](#)
- [Mass. DOR Info](#)
- [Clinton Back-to-Business Tool Kit](#)
- [Open Space & Recreation Plan](#)

community of 15,000. The downtown core feels like a small city with the former mills and a vibrant business sector. Clinton provides services across the spectrum including operating its own water and sewer treatment facilities. The Town maintains its own local school system and shares a human resources manager with the School Department. It has a Community and Economic Development Department that seeks to maintain and grow the business base that is important to the community. Clinton has recently undertaken a downtown improvement program updating sidewalks, streets, and landscaping. The Town seeks to make use of its opportunities to work with local businesses and various agencies to continue to improve the relationships that have been developed.

Clinton has an Aa3 rating, strong finances, and healthy reserves. Clinton is led by a five-member [Select Board](#). has an open Town Meeting form of government, and a total [FY22 budget](#) of approximately \$54 million.

To serve as Assistant Town Administrator, Clinton is seeking a skilled and experienced professional with strong communications skills who is knowledgeable of personnel functions, understands municipal procurement regulations, is skilled at grant writing and management, and is highly organized. Preferred candidates will have a master's degree in public or business administration and at least three years of management, supervisory, and related administrative experience, or any equivalent combination of education and experience.

The Assistant Town Administrator is responsible for assisting the Town Administrator in personnel, labor relations, risk management, procurement, economic development, and leading special town projects commissioned by the Town Administrator.

Annual Salary: \$61,880 - \$81,663, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Clinton is an Equal Opportunity/Affirmative Action Employer.



The Ideal Candidate

- Master's Degree in public or business administration and at least 3 years of job-related experience, or any equivalent combination of education and experience.
- Experience in the municipal sector, particularly in Massachusetts, is preferred.
- Strong knowledge of the laws that govern municipal administration.
- Advanced knowledge of economic development and personnel management.
- Working knowledge of municipal finance and accounting to prepare budgets.
- Effective customer service and communication (oral and writing) skills.
- Highly organized, collaborative, courteous, approachable, team-builder.

How To Apply

Send cover letter and résumé via email, in a single PDF, by June 10, 2022, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Clinton
Assistant Town Administrator**

Questions regarding the position should be directed to:

John Petrin, Senior Associate
Community Paradigm Associates
JPetrin@communityparadigm.com
781-552-1074

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