

AVON, MA – Town Administrator



Position Statement

Avon, MA (4,666 pop.), is a welcoming community that has maintained its quiet suburban character while being part of a metropolitan area that provides great advantages in terms of accessibility to cultural, educational, and recreational resources as well as high-quality health care. The Town has developed as a major employment center in the South Shore area, due in part to a positive attitude toward economic growth and good highway access.

Incorporated in 1888, Avon is 4.5 square miles in size and located approximately 17 miles south of Boston. Avon is a mixed residential, industrial, and commercial community. Among the smallest towns in eastern Massachusetts, Avon lies adjacent to the City of Brockton and towns of Stoughton, Holbrook, and Randolph. There is interest in thoughtful development to bring additional commercial revenue to Avon, enhance job opportunities, and ease the residential tax burden. Avon has attractive neighborhoods, a convenient location, and a thriving commercial sector.



The Town's challenges include developing a plan to attract and retain skilled personnel, particularly in the public safety departments; succession planning to prepare for future department head and employee retirements; and continuing to implement up-to-date systems, processes, and procedures.

Avon is seeking an experienced, knowledgeable, and hands-on municipal professional with excellent communication and personnel management skills, superior financial management acumen, grant administration experience, and strong project management skills to serve as its next Town Administrator. Candidates should have a bachelor's degree (advanced degree preferred) in public administration or a related field and experience as a Town Administrator/Manager, Assistant Town Administrator/Manager, or an equivalent level of experience. Candidates should be proactive and strategic thinkers, who are able to prioritize and to build collaborative relationships with appointed/elected officials, employees, residents, and business owners. The Town Administrator must be a team builder who thrives on working collaboratively with others.

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Annual Salary: \$155K+/-, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Avon is an Equal Opportunity Employer.

Government

The [Board of Selectmen](#) is made up of three members who are elected for three-year overlapping terms. The Board members are the Chief Elected and Executive Officers for the Town and are vested with all the municipal authority not specifically retained by Town Meeting. Included in the Board's responsibilities are appointing most department heads and members of most boards and commissions; hiring most Town employees; holding public hearings; issuing the warrants for Town Meeting; adopting policies; acting as licensing board; setting fiscal guidelines for the annual operating budget; overseeing preparation of the annual town report; and buying and selling property. Avon has an open Town Meeting form of government.



An elected five-member [School Committee](#) oversees the policies and budget of the [Avon Public Schools](#), which educates students from grades K-12. The Town has two public schools: the Butler Elementary School (grades preK-6) and the Avon Middle High School (grades 7-12). Other elected officials include Board of Assessors, Board of Health, Park & Recreation Committee, Planning Board, Board of Library Trustees, Housing Authority, Sewer Commission, Redevelopment Authority, Tree Warden, Town Moderator, Town Clerk, Constables, and a representative to the Blue Hills Regional Technical School Committee. The Town also utilizes a large number of volunteer boards and commissions, with various modes of appointment, to conduct municipal operations. The Avon [2021 Town Report](#) is available on the Town's website.

The Board of Selectmen appoints the [Town Administrator](#) as the Town's Chief Administrative Officer. The Town Administrator is responsible for the day-to-day operations of the Town, such as serving as Chief Procurement Officer; implementing the Board's decisions; overseeing and providing support to all general government departments; preparing the annual operating budget and proposed capital budget; overseeing the day-to-day administration of the human resources system, in conjunction with the Personnel Board; grant administration; public relations; and overseeing all insurance policies and practices.

Finances

Avon is financially sound with an [FY23 budget](#) of approximately \$28.2 million, which includes about \$10.8 million for public education. The Town has an AA+ rating with a stable outlook from S&P Global and a Aa2 rating with Moody's Investors Service. Nearly 77% of the Town's revenue comes from the tax levy, with approximately 12% from state aid, and 10% from local receipts. New growth values in FY23 are \$8.3 million and the total assessed value of Avon properties in FY23 is nearly \$1.14 billion. Free cash for FY23 is certified at nearly \$1.8 million and there is approximately \$20 million in the stabilization fund. The FY23 tax rates are \$13.62 for residential properties and \$27.00 for commercial/industrial and personal properties. The average single family tax bill in FY23 is \$6,064.

The next Town Administrator needs to be decisive and forward-thinking regarding finances and all aspects of municipal management. Experience with collective bargaining and procurement would be beneficial.

Important Links:

- [Town of Avon](#)
- [Town Code](#)
- [Annual Town Reports](#)
- [Town Budget & Financial Documents](#)
- [Moody's Credit Opinion 2019](#)
- [S&P Global Ratings 2019](#)
- [Financial Policy Manual](#)
- [Organizational Town Charts](#)
- [Housing Production Plan](#)
- [Open Space & Recreation Plan](#)



Education

Avon residents consider public education to be a high priority. [Avon Public Schools](#) has two schools – Butler Elementary School for grades PreK-6 and Avon Middle High School for grades 7-12 – serving a total of 730 students. Both schools were constructed in the 1950s with a permanent modular wing added to the elementary school in 2005 and the middle high school undergoing an extensive \$15 million renovation in 2004. The Avon Public Schools budget for FY23 is approximately \$10.8 million. Avon’s high-school students also may choose to apply to [Blue Hills Regional Technical School](#). The demographics of the school system have shifted over the past decade-plus, and the school system is now a minority majority district, with about 53% of students self-reporting as non-white. Student scores on standardized tests generally hover around the state average.



Economic and Community Development

With Boston and Providence, R.I., less than an hour away, Avon’s strategic location, economic growth, and commercial/industrial developments, such as the Avon Industrial Park and the Avon Merchants Park, have combined to make the community a strong employment center. There are a large number of businesses in Town, including restaurants, retail establishments, and those providing trade and professional services. Avon is home to Jordan’s Furniture, PPG Aerospace, Home Depot, and Walmart Supercenter. Avon’s population swells to more than triple its official number during working hours. Additionally, Avon has a commuter rail service to Boston via stations in Brockton, Stoughton, and Randolph, making the Town a desirable commuter community. Bus service is available from the Massachusetts Bay Transportation Authority and Brockton Area Transit Authority. The industries that employ the most Avon residents are educational services, healthcare, and social assistance industries.



Like many communities, Avon is facing the fiscal pressures of funding capital needs as well as increasing demands for services. Currently, the majority of Avon’s tax levy is commercial/industrial; however, there is limited space available for new growth and the Town does not have a municipal sewer system, which impedes economic development. Accordingly, additional revenues needed to fund expenditures related to these financial pressures could make the Town less affordable for residents unless creative revenue opportunities are explored and methods of expanding the commercial base are developed. The Town remains interested in pursuing thoughtful economic development that will align with the community’s values and respects the character of Avon.

Public Safety

The Police Department has 12 full-time and five part-time staff members as well as four vacant positions. The police station was constructed three years ago and is in excellent condition. The department is currently starting the process of attaining certification/accreditation from the Massachusetts Police Accreditation Commission. At its January 2023 Special Town Meeting, Avon voted to remove the police force from the provisions of the Civil Service laws, effective July 1, 2023. The Fire Department has 13 full-time firefighters and eight call firefighters. The department runs two ambulances and receives about 1,300 calls per year, with the majority being EMS calls. The Town recently constructed a new fire station.

Open Space and Recreation

The Town of Avon is committed to the preservation and protection of its natural, social, and cultural resources, and to providing its residents with opportunities to interact with and enjoy those resources.



In September 2022, Avon was awarded a \$333,500 state grant to help fund the DeMarco Park Universal Accessibility Redevelopment Project, which will increase opportunities for programming and amenities at the park along with increasing ADA compliance. Regional open space resources include the D.W. Field Park which lies in Avon and Brockton (238.26 acres are in Avon). The Town's open space provide opportunities for such activities as walking, photography, kayaking, and wildlife viewing. Avon's [Open Space and Recreation Plan](#) can be viewed online. The Town also has a number of park spaces, playgrounds, playing fields, and tennis courts.

Ongoing/Potential Projects

- Development of a plan to attract and retain skilled personnel, particularly in the police and fire departments, as well as succession planning for department heads and other personnel to prepare for future retirements.
- The School Department is discussing the need to renovate/rebuild the elementary school within the next five to 10 years.
- A committee is reviewing the potential need to rebuild Town Hall in the future.
- Continue to move Town forward with up-to-date systems, processes, and procedures.
- Further development of long-term land use planning and facilities management.
- An employee handbook, including policies and procedures, needs to be completed.
- Consideration of installing a packaged sewerage system in the industrial park to allow for additional development is under discussion.



The Ideal Candidate

- Bachelor's degree (advanced degree preferred), preferably in a field related to public administration or management.
- Experience as a Town Administrator/ Manager or Assistant Town Administrator/Manager or equivalent experience relatable to municipal management.
- Skilled in communications, personnel management, economic development, grant administration, and project management.
- Proficient in municipal financial management, budgeting, short- and long-term capital planning, and procurement.
- Ability and desire to be a hands-on Town Administrator.
- Superior leadership skills.
- Proficient at team building; active listener.
- Ability to build and maintain morale, and to coach and mentor.
- An understanding of small-town dynamics.
- Collaborative; approachable; diplomatic.
- Skilled at working with boards and committees; ability to build consensus.
- Ability to prioritize and to effectively communicate priorities.
- Ability to build trust and respect.
- Forward thinking; proactive; decisive.

How To Apply

Send cover letter and résumé via email, in a single PDF, by March 31, 2023, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Avon
Town Administrator**

Questions regarding the position should be directed to:

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

The Town of Avon, Mass., is an Equal Opportunity Employer.

