



Assistant Town Administrator

Northborough, MA (14,500 pop.), is a suburban community which offers classic New England charm along with a variety of housing options, a mix of retail establishments and restaurants, and access to educational opportunities. Its many attributes make Northborough an attractive community in which to live, shop, and work. It is centrally located in Worcester County, approximately 37 miles west of Boston. The Town has an Aa1 rating, strong finances, and healthy reserves. Northborough is led by a five-member Board of Selectmen, has an open town meeting form of government, and a total FY20 budget of approximately \$71.7 million.

To serve as Assistant Town Administrator, Northborough 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 business or public administration and at least three to five years of job-related experience, or any equivalent combination of education and experience. The Assistant Town Administrator is responsible for personnel, labor relations, risk management, procurement, economic development, and leading special town projects commissioned by the Town Administrator.

Annual Salary: \$78,971 - \$102,633, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Northborough is an Equal Opportunity/Affirmative Action Employer.

Important Links:

- [Town of Northborough](#)
- [Northborough Annual Budgets](#)
- [Annual Town Reports](#)
- [Northborough Town Code](#)
- [Northborough Charter](#)
- [Mass. DOR At A Glance Report](#)
- [Financial Trend Monitoring Report](#)
- [Northborough Annual Town Meeting](#)



Challenges and Opportunities

Projects

Northborough is currently in the midst of a compensation and classification review. The next Assistant Town Administrator will be tasked with seeing this project through to completion as well as any special projects commissioned by the Town Administrator.

Responsibilities

The Assistant Town Administrator has myriad responsibilities, including managing personnel functions; serving as Affirmative Action Officer; managing the economic development program; assisting in the preparation of the Town's annual operating budget and capital improvement budget; managing purchasing activities; leading cross-department teams on projects; delegating work and providing guidance to administrative support staff; and assisting in the coordination of the maintenance and repairs of town buildings.

Finances

Northborough's annual operating budget for FY20 is approximately \$71.7 million, including state aid of approximately \$5.4 million. Its OPEB liability is \$44.8 million and the Town is continuing to fund the OPEB plan at a minimum of \$550,000 in FY20. Northborough's Pavement Management Plan is currently funded at \$1.1 million. Total debt service for the general fund is \$2.67 million and free cash is \$2.85 million in FY20. Northborough's total assessed valuation in FY20 is \$3.07 billion. New growth is estimated at \$30 million.

Staffing

Northborough currently has the equivalent of 119 full-time employees in Town government and another 269.5 FTE employees in Northborough's K-8 school department. The Assistant Town Administrator does not formally supervise staff; however, provides guidance to administrative support staff in the Town Administrator's/Selectmen's Office and recognizes the need to influence and gain cooperation of department heads.

The Ideal Candidate

- Master's degree in business or public administration and at least 3-5 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, to:

Apply@communityparadigm.com

**Subject: Northborough
Assistant Town Administrator**

The position is Open Until Filled with a first review of applicants on July 13, 2020.

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
Blynch@communityparadigm.com
978-621-6733

The Town of Northborough, Mass., is an EOE/AA employer.