

Town of Billerica

ASSISTANT TOWN MANAGER

Job Description

The Town of Billerica, a thriving and economically dynamic community with a strong emphasis on fiscal responsibility and active civic engagement, invites applications for the position of Assistant Town Manager. This role offers an exceptional opportunity to become a key member of a forward-thinking leadership team committed to maintaining Billerica as an outstanding and affordable place to live.

The Assistant Town Manager will work under the general direction of the Town Manager to support the administration of town operations, coordinate with department heads, and assist in implementing the town's strategic goals and policies. The Assistant Town Manager will play a key role in municipal governance, with a focus on budget management, economic development, and organizational leadership.

Additional Duties

- Collaborate with the Town Manager and department heads to develop and implement the town's strategic goals, including long-term planning for infrastructure, economic development, and community services.
- Lead special projects and initiatives, including feasibility studies, capital projects, policy development, and infrastructure improvements.
- Serve as a key advisor to the Town Manager, providing insights and recommendations on municipal operations and policy development.
- Lead initiatives to attract, retain, and expand businesses within the town, fostering a thriving local economy.
- Collaborate with business leaders and regional stakeholders to identify and implement opportunities for commercial growth.
- Provide strategic guidance on long-term financial planning, including identifying and addressing key risks and opportunities.
- Serve as a financial resource to department heads and the Town Manager, fostering a culture of fiscal accountability and innovation.

Qualifications

- Bachelor's degree in a related field is required; however, Master's degree is strongly preferred. Previous experience in a municipal finance setting or economic development role is ideal.
- Past experience as a Town Manager or Town Administrator is desired and/or a demonstrated expertise in municipal finance or economic development.

How To Apply

Please send a resume and cover letter by 1/3 to:
Clancy Main, Town Manager
cmain@town.billerica.ma.us

This search is being done in conjunction with Community Paradigm Associates. For additional information please contact John Petrin, Senior Associate at JPetrin@CommunityParadigm.com



Salary
Yearly Salary: \$185 +/-

