

Plympton, MA – Town Administrator



Position Statement

Plympton, MA (2,930 pop.), is a charming, close-knit community located in Massachusetts' South Shore. The Town is characterized by its scenic landscape, historic assets, and strong sense of identity. Residents value preservation of Plympton's rural and agricultural character while supporting thoughtful, measured approaches to change. Active participation in open Town Meeting and on volunteer boards reflects its deeply engaged citizenry.

The Town is primarily rural and residential with large lots and open space. Plympton is a community where local government is personal. Residents expect accessibility, responsiveness, and clear communication. The Town Administrator serves as a visible and trusted leader, working collaboratively with elected officials, staff, boards, and volunteers to maintain high-quality services while guiding the Town through financial, operational, and long-term planning priorities.

Plympton is seeking a thoughtful, engaged, and community-oriented professional to serve as its next Town Administrator. This is a distinctive opportunity to lead a small, highly engaged community that values the Town's rural character, strong civic culture, and tradition of open and participatory government. The Town Administrator will serve in a community where leadership is visible, and the impact of municipal service is immediate and meaningful. Plympton offers a rewarding professional environment for a municipal leader who values relationships, responsiveness, and public service.



Annual salary: \$140K+/- DOQ. The successful candidate will receive an attractive compensative package including health and retirement plans, commensurate with qualifications and experience. The Town of Plympton is an Equal Opportunity Employer.

Government

Plympton operates under an open Town Meeting form of government with a three-member [Board of Selectmen](#) that serves as the chief executive body of the Town. Selectmen are elected to staggered three-year terms and oversee all matters affecting the interest and welfare of the community and are responsible to ensure that Town government is responsive to and reflective of community needs and values.

The Board appoints the [Town Administrator](#) to serve as the chief administrative and fiscal officer of all Town agencies, other than the Schools, and to be responsible for executing the policy directives of the Board and for the management and oversight of the day-to-day municipal operations. The Administrator is specifically responsible for fiscal planning and development of the Town's budget, oversight of personnel functions including coordinating intra- and intergovernmental affairs, grant procurement and administration, procurement of goods and services, collective bargaining, and communications with residents and staff.

The position requires a highly organized and hands-on professional who is comfortable working within a lean organizational structure and engaging directly across multiple functional areas. The Town Administrator should have superior financial acumen with proven skills in municipal project coordination, human resources management, procurement, and communication. Additionally, a Town Administrator with the ability to multitask and build collaborative relationships and who values transparency in government would benefit the organization. Plympton has a small staff of key paid positions for administration, finance, public safety, and town clerk functions. It has a high number of volunteers. Plympton Town Hall is open Monday through Thursday.

Important Links:

- [Town of Plympton](#)
- [Town Bylaws](#)
- [FY26 Appropriations](#)
- [2024 Annual Town Report](#)
- [Town Meetings Warrants](#)
- [Open Space and Recreation Plan 2024-2034](#)
- [Housing Production Plan](#)

Finances

Plympton's financial condition is stable; however, the continued pressure to provide up-to-date public services with fewer resources and to maintain and update Town infrastructure presents ongoing challenges. The need for a new fire station is a particular financial concern as are capital improvement needs for the regional school district buildings and the local elementary school. The Town is committed to judicious fiscal management, long-range financial planning, and municipal transparency. Fiscal responsibility is a priority.

Plympton has an FY26 budget of \$15.3 million and a Standard and Poor's rating of AA. Certified free cash in FY26 is \$190,829. The Town has a general stabilization fund and a capital stabilization fund. The FY26 tax rate is \$15.26 for all properties (residential, commercial, industrial, and personal), with an average single-family tax bill of \$9,007. Plympton is primarily a residential community, with its property tax base being 76.05% residential, 11.73% commercial, 9.33% personal, and 2.88% industrial. Approximately 75.14% of the Town's revenue comes from the tax levy, with 9.44% from state aid, 7.88% from local receipts, and 7.54% from all other. Improving Plympton's financial strength while keeping tax increases to a minimum are priorities. The Town Administrator is expected to develop a detailed and well thought out multi-year Capital Plan that will balance the needs of the community with the realities of the budget.

Community and Economic Development

Plympton is a rural town with a strong historic character and small-town sense of community. It is the smallest town in southeastern Massachusetts, with fewer than 3,000 residents, and has the highest number of horse farms in the state. While it is a small town, Plympton faces the development pressures and high costs associated with being midway between Boston, Providence, and Cape Cod. The median income falls mid-range among the Commonwealth's municipalities and 22% of residents are 65 or older.



The top employer in Plympton is Sysco Boston LLC. Most residents in the workforce commute outside of Plympton for employment; however, there are numerous businesses in Town, including working farms, restaurants, construction companies, and personal and professional service businesses.

Plympton does not have a municipal water utility and is particularly reliant on open space to absorb and filter the groundwater.

Open Space

Plympton residents are overwhelmingly supportive of preserving the Town's rural character and protecting its open spaces. There are 1,004 acres currently permanently protected in Plympton. For example, the Town has conserved more than 475 acres of open space in three Preserves: Cato's Ridge, Two Brooks, and Turkey Swamp, and an additional 334 acres are conserved via conservation restrictions and acquisitions.

Current and Potential Projects

- Addressing the structural and functional issues of the current Fire Station, including Town-issued citations to fix building issues. A debt exclusion to facilitate construction of a new station was recently voted down at the ballot and ways to reduce project costs are being discussed.
- A focus on the Town's financial concerns, including the recent discovery that the regional school district needs over \$50 million of capital improvements to maintain the middle and high school buildings as well as infrastructure needs at the local elementary school.
- A public water supply project, mandated by DEP at the Town Campus to service the Town buildings, is still in the design phase. It needs to be built by the end of the year, or the Town will lose the allocated ARPA funds for the project.
- There is an ongoing 40b project moving through the Zoning Board of Appeals process and at least one other 40b project that may be proposed. A Town Administrator with experience with the 40b process would be beneficial for Plympton.
- A comprehensive multi-year Capital Plan must be developed and annually updated.





The Ideal Candidate

- Bachelor's degree, preferably in public administration, public policy, or related field, with a master's degree preferred.
- 5-10 years of experience in municipal administration in a management capacity.
- Skilled in financial management, municipal budgeting, project management, collective bargaining, human resources management, and communications.
- Embraces transparency in government.
- Holds MCPPO certification.
- Tactful and diplomatic, with a proven record of problem solving. Ability to mediate, collaborate, and guide others toward compromise.
- Innovative thinking, particularly related to financial strategies; fiscally responsible.
- Ability to hold self and others accountable.
- An understanding of small towns; enjoys engaging with the community.
- Superior communication skills, both internally and externally. Ability to build trust and morale; employs a team-focused approach.
- Proficient knowledge of municipal law and knowledgeable of municipal best practices.
- Experience in setting goals and priorities. Excellent follow-through; strong work ethic.
- Superior leadership qualities and experience.
- Skilled in long-term planning; organized. Enthusiastic, confident, and assertive.

How To Apply

Send cover letters and résumés via email, in a single PDF, by May 11, 2026, 3:00 p.m. EST to:

Apply@communityparadigm.com

**Subject: Plympton
Town Administrator**

Questions regarding the position should be directed to:

Bernard Lynch, Principal
Community Paradigm Associates
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978-621-6733

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