

# Rutland, MA – Town Administrator



## Position Statement

Rutland, MA (9,636 pop.), is a beautiful, fast-growing community with a rich agricultural history and limited commercial development. Located in Worcester County, the Town is situated in the geographic center of Massachusetts, with a “central tree” marking the general spot. Many Rutland residents commute to Worcester, Boston, or Springfield for employment. Residents are proud of their community and, despite its ongoing growth, cherish its small-town character.

Rutland has an AA rating and an FY23 general fund budget of \$24.3 million. The Town’s challenges include managing ongoing residential growth, a need to increase its commercial/industrial tax base in a thoughtful manner that fits the character of the community, facilities management, and managing available Town resources in a way that best serve the community within revenue constraints.

Rutland is seeking an experienced, knowledgeable administrator with strong financial acumen, outstanding collaboration skills, and superior communication abilities, as well as proficient personnel management and project management skills to serve as its next Town Administrator. Candidates should have a bachelor’s degree in political science, public administration, or a related field and at least five to seven years of work-related experience with at least three years in a managerial capacity, or an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. Candidates should be strategic thinkers, instill confidence and trust, and be able to build highly collaborative relationships with appointed/elected officials, residents, and employees. The next Town Administrator should be highly engaged, forward-thinking, and innovative.



**Annual Salary: \$126K+/- DOQ.** The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience.

## Government

The five-member [Select Board](#) serves as the Chief Executive Officers of the Town. Select Board members are elected to staggered three-year terms and have overall responsibility for the general operation of town government. They are authorized to enter into contracts on behalf of the municipality and to develop policies as directed by Town Meeting. Rutland has an Open Town Meeting, which serves as the legislative body of the Town. Rutland's 2021 [Annual Town Report](#) can be reviewed on its website. The Select Board appoints the [Town Administrator](#) who is the Chief Administrative Officer of the Town. The Town Administrator serves as the Board's agent for all town affairs on a day-to-day basis and serves as Chief Procurement Officer, personnel director, and Chief Financial Officer/budget director. The Town Administrator is the appointing authority for employees under the Board's jurisdiction (with the exception of the Fire Department), subject to confirmation by the Select Board.

Among Rutland's elected bodies and positions are: Select Board, Moderator, Assessors, Town Clerk, Planning Board, Board of Health, Library Trustees, Wachusett Regional School District Committee, and Southern Worcester County Regional Vocational School District Committee. The Town Administrator must engage with Rutland residents and collaborate with its various elected and appointed boards and committees.



## Finances

Rutland has an FY23 budget of approximately \$24.3 million and a Standard and Poor's bond rating of AA. The Town is facing financial challenges due to revenue limitations, rapid residential growth over the past 20+ years, and education assessment growth stretching beyond the Town's funding ability. Expansion of the Town's

### Important Links:

- [Town of Rutland](#)
- [Town Bylaws/Regulations](#)
- [Annual Town Reports](#)
- [FY23 Annual Budget](#)
- [Select Board Goals 2022-2023](#)
- [Five-Year Capital Plan](#)
- [Town Center Strategic Plan](#)
- [Growth Management Study Phase 1](#)
- [Growth Management Study Phase 2](#)
- [Open Space & Recreation Plan](#)
- [Facilities Management Plan](#)

commercial/industrial tax base, which fits with the character of the community, would help alleviate financial pressure. The FY23 tax rate is \$13.72 for residential, commercial, and industrial properties. The average single-family tax bill in FY23 is \$5,760 and the average assessed value of a single-family home is \$350,500. Approximately 75.61% of the Town's revenue comes from the tax levy, with 15.46% from local receipts, 4.82% from state aid, and 4.11% from all other, according to the Massachusetts Department of Revenue Division of Local Services. The total assessed value of Rutland properties in FY23 is nearly \$1.4 billion. The new growth value in FY23 is \$31.14 million, most of which is residential.

The next Town Administrator should have superior financial acumen and the ability to work collaboratively with the Select Board, Finance Committee, and Finance Department to manage finances, increase revenue, reduce costs, and streamline processes. The Town Administrator needs to be innovative regarding finances and all aspects of municipal management. Collective bargaining experience is beneficial in this position.

## Education

Rutland is part of the [Wachusett Regional School District](#), which includes the communities of Holden, Paxton, Princeton, and Sterling. Two elementary schools—[Naquag Elementary](#) (grades K-2), and [Glenwood Elementary](#)



(grades 3-5)—are located in Rutland as is [Central Tree Middle School](#) (grades 6-8). The District serves approximately 6,700 students; Rutland students are currently 22% of this population. The public high schools are [Wachusett Regional High School](#) in Holden which is part of the Wachusett Regional School District and [Bay Path Regional Vocational Technical High School](#) in Charlton. The FY23 budget for the Regional School District is \$106 million, with

Rutland’s assessment totaling about \$14.1 million.

## Economic and Community Development

Rutland has experienced significant residential growth, which adds stress to Town services. The Town is interested in thoughtful economic development that fits with the character of the community and would serve to lighten the residential tax burden. The FY23 average single-family home property tax is \$5,760. A little more than half of the Town is connected to municipal water and sewer distribution. There is no direct access to major highways. The Central Massachusetts Regional Planning Commission conducted a growth management study, which was completed in 2018, and is an excellent resource

Rutland is a Worcester Regional Transit Authority member but does not receive services. WRTA provides paratransit services to Rutland residents who are elderly or have disabilities. Both rail facilities and a regional airport are available in nearby Worcester.

The Town conducted an economic development survey in 2016 in which residents noted that they value the small-town feel, safety, and high-quality public education found in Rutland. Residents indicated they would like to see a grocery store, small retail, and independent restaurants located in Town and they would prefer these venues be located in the Rutland Heights area, Town Center, Village Center, or business districts.



The median household income in Rutland is approximately \$135,000, which is higher than the state median of \$89,026. While Rutland is considered a middle-income community, 1.5% of the population is considered to have income below the poverty level.

## Departments

Rutland is fortunate to have talented department heads and employees who are collaborative and supportive of the Town's many initiatives. Providing all the services residents deserve can be a challenge given the significant residential growth Rutland has experienced in the past 20+ years. The [Department of Public Works](#) oversees the operations of roads, water, wastewater, parks, trash and recycling, cemetery mowing, and use of the Town Common with an FY23 budget of nearly \$1.3 million. The [Rutland Regional Emergency Communication Center](#) is operated from the Town's public safety building and serves the communities of Rutland, Barre, Hubbardston, Oakham, and Warren. The [Rutland Police Department](#) has 13 full-time and four part-time officers with an FY23 budget of \$1.31 million. The [Fire Department](#) and EMS have one station with an FY23 budget of \$1.3 million. They also provide ambulance service to Oakham. The general government departments have an FY23 budget of \$1.2 million, Human Services (comprising the Board of Health, Council on Aging, and the Veterans services) is \$106,000, and Culture and Recreation \$255,000.

## Open Space and Recreation

Rutland was once an agricultural community and continues to cherish its open spaces. The Town has numerous events and areas for passive recreation that are enjoyed by residents and visitors. The [Massachusetts Central Rail](#)

[Trail](#) runs through Rutland and connects about 50 miles of a former railway. The [Midstate Trail](#), a 92-mile hiking trail extending from Rhode Island across Central Massachusetts and finally connecting to the Wapack Trail in New Hampshire, also runs through Rutland. Rutland is home to many streams, ponds, reservoirs, and two state parks (Rutland State Park and a portion of Oakham State Park), which attract visitors for activities like fishing, swimming, and birdwatching. The Town's Open



Space Committee is surveying Rutland residents as it works to update the community's [2017 Open Space and Recreation Plan](#). Rutland has strong Recreation Department programs for all ages, including before- and after-school and summer programs, along with a community pool and community skating rink.

## Ongoing Projects/Challenges

- Ongoing residential growth is placing pressure on Town infrastructure and services.
- Considering development/redevelopment opportunities to increase the commercial/industrial tax base.
- Implementing a Facilities Management Plan as the Town's infrastructure needs significant maintenance.
- Managing available Town resources within financial constraints in ways that best serve the community.
- Strengthening support for human resources, including revising/creating policies and procedures, and succession planning. Reviewing current staffing levels and needs.
- [Updating](#) of the 2000 Master Plan is currently underway; implementation of both the Master Plan and Open Space and Recreation Plan will be upcoming challenges.
- Investigating a secondary water source as Rutland has only a single water source.



## The Ideal Candidate

- Bachelor's degree, preferably in a field related to municipal management.
- Minimum of five years of progressive experience as a Town/City Manager or Administrator, or Assistant Town/City Manager or Administrator, or have education and experience in or relatable to municipal government that is equivalent.
- Massachusetts experience is preferred.
- Skilled in fiscal management, human resources, personnel management, grant writing and management, community/economic development, and project management.
- Superior leadership skills; creative thinker.
- Proficient background in municipal operations.
- Able to work collaboratively with the Select Board, other Town officials, and staff.
- Team-oriented; morale builder.
- Ability to locate, write, and manage grants.
- Recognizes the need to balance community growth with Town character.
- A strong communicator, both internally and externally; approachable; active listener.
- Data-driven decision making; analytical.
- Forward thinking; proactive; strategic.
- Ability to build consensus.
- Embraces transparency in government.
- Values the uses of modern technologies.
- Experience in setting goals and priorities.
- Treats everyone fairly and respectfully.
- Skilled in long-term planning; organized.
- Knowledgeable of best practices.

## How To Apply

Send cover letter and résumé via email, in a **single PDF**, by February 10, 2023, 3:00 p.m. EST to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: Rutland Town Administrator**

Questions regarding the position should be directed to:

John Petrin, Senior Associate  
Community Paradigm Associates  
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781-552-1074

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