

Oxford, MA – Town Manager



Position Statement

Oxford, MA (pop. 13,287) is a peaceful and historic New England town with scenic back roads, classic stone walls, and a tight-knit community. The town is the birthplace of Clara Barton, the founder of the American Red Cross, and Elliot Joslin, the first doctor in the United States to specialize in diabetes.

A commuter town located in southern Worcester County, Oxford is about 12 miles south of Worcester and 50 miles west of Boston. It is bordered by the towns of Dudley and Charlton on the west, Leicester and Auburn on the north, Millbury and Sutton on the east, and Douglas and Webster on the south. Oxford sits in a valley, with much of the town located in a flood plain of the French River. Greenbriar, a flood control area and nature preserve, occupies a substantial portion of land north and west of Oxford Center.

Oxford's proximity to Worcester and Boston, coupled with easy access to Interstate 395, 290, and 90, makes it an ideal location for doing business. Oxford's economy consists mostly of locally owned, small businesses, but also offers residents the convenience of big-box retailers like Walmart, Home Depot, and Market Basket. Given its favorable location and significant amount of undeveloped land along Route 20, economic development will be a top priority for the next Town Manager. Implementing a smart growth strategy to boost tax revenue while maintaining the town's rural feel will be a balancing act.



Another priority will be the reconstruction of Main Street, which is currently under design to improve safety, flow, and accessibility. Route 12 travels through the center of town in a north-south direction and historically has been the main artery through Oxford.

Traditionally a working-class community, Oxford is home to many longtime residents who expect consistent municipal services like good roads, a strong public safety presence, and quality schools – all without high taxes. The next Town Manager must have a strong fiscal acumen, with creative and innovative ideas to boost revenue.

The next Town Manager will also be responsible for filling key vacant positions, reorganizing the administrative structure, and improving morale among town employees. The ideal candidate will have a strong character and excel at communication, collaboration, and consensus-building. Oxford's next Town Manager must be able to build trust, foster a respectful and inclusive working environment, and delegate responsibilities.

Annual Salary: \$195,000+/- DOQ. The successful candidate will receive an attractive compensation package, including health and retirement plans, commensurate with qualifications and experience. Oxford is an Affirmative Action/Equal Opportunity Employer.

Government

Oxford has an open Town Meeting form of government with a Town Manager and five-member Board of Selectmen. The Board is elected at large for three-year overlapping terms. The Town Manager is appointed by the Board of Selectmen and is the chief administrative and fiscal officer of the town's day-to-day operations. Duties include preparing the annual budget, appointing all staff and setting compensation, formulating and implementing personnel policies, and negotiating all contracts with the town's union employees. The full responsibilities of the Town Manager are listed in the town's [charter](#). The town is seeking a Manager who will build trust by listening and communicating with the Board of Selectmen, staff, boards, and the public. The new Town Manager must be a decisive yet approachable leader, who will work collaboratively with staff to build consensus, improve morale, and instill an inclusive team approach. One of the new Manager's immediate tasks will be reviewing the administrative team structure and filling key vacant positions.

Important Links:

- [Housing Production Plan](#)
- [Open Space and Recreation Plan](#)
- [Town of Oxford](#)
- [Oxford Board of Selectmen](#)
- [About Oxford](#)
- [Oxford Town Charter](#)
- [School Facilities Study](#)
- [Tax and Financial Information](#)
- [Oxford Budgets](#)



Finances

Oxford is a fiscally conservative community with an FY26 budget of \$51,388,256. Oxford's municipal bond rating is Aa3, the fourth highest rating by Moody's. As of 2025, Oxford had about \$2.5 million in free cash. Residents have historically carried a heavy tax burden, prompting the Board of Selectmen for the first time last year to implement a split tax rate. The tax rate for residential properties was set to \$12.67; commercial, industrial, and personal property was set to \$14.23. The average single family home value in FY26 was \$424,447 with an average tax bill of \$5,192. The largest expenditures in the budget are education followed by retirement costs and insurance, and public safety. A challenge for the new manager will be to maintain the town's strong financial position while addressing needs such as new roads, boosting public safety staffing, and improving the schools.

Education

Oxford's public-school buildings include the AM Chaffee Elementary School, the Clara Barton Elementary School, Oxford Middle School, and Oxford High School. The district is led by Superintendent Michael Lucas. Total enrollment during the last school year was 1,458 and is mirroring the declining trend seen in other communities. In response, Oxford formed a committee to study the town's needs for school buildings and potential reuse options. Continued funding pressures as the district sees more students requiring special education services will also be front and center as is the town's desire to improve the district's overall reputation. High school students may also attend the Bay Path Regional Vocational Technical High School in Charlton. Oxford is home to the Barton Center for Diabetes Education, Inc., one of the largest independent camping and educational programs in the country dedicated to children who live with diabetes and the people who care for them.

Open Space, Recreation & Community

Oxford has a vibrant Community Center that offers a variety of programming and services for residents of all ages, including a weekly food shelf. The town hosts several community events throughout the year, with an emphasis this year on the country's 250th celebration. The center is entering its busy summer season with the Carbuncle Park Summer Program and seasonal openings of the beach and splash pad. The Carbuncle Pond Beach House was built by students from Bay Path Regional Vocational Technical School and town staff and opened in 2019. The beach house also offers a Splash Pad, a playground, and picnic benches. Oxford has several walking trails and facilities for residents to enjoy including soccer and softball fields, basketball courts, and a 9-hole disc golf course.

Oxford shares many other natural resources with its neighboring communities, including permanently protected open space, forested areas, and core habitat for rare species. The Mid-State Trail, for example, a 92-mile hiking trail that travels through the middle of the state, also passes through Oxford. Like much of New England, Oxford has several scenic roads, many lined with stone walls. Fourteen roads have been designated as scenic roads.



The Army Corps of Engineers owns the largest unfragmented tract of open space in Oxford – 1,130 acres of land along the French River around the Hodges Village Dam in central Oxford. The Army Corps allows a variety of recreational activities on this property and maintains an extensive trail network.

Development

With several exits off Interstate 395 and Route 20, Oxford is well positioned for both commercial and residential growth. The town is seeking a Town Manager who has significant background in economic development and will work closely with town boards and residents to develop a vision for empty parcels along the Route 20 corridor. The new Town Manager must balance the desire of residents to maintain its historical, rural character while attracting smart growth along the highway corridors to boost its commercial base. Targeted economic development will be the key to boosting revenue for needed improvements such as new roads and additional police and fire services. Current projects include a 320-unit apartment complex off Route 20 and the reconstruction of Main Street.

Current Issues/Projects

- Roadway repairs. This is one of the top concerns among residents, especially side and back roads, which have not been addressed for decades.
- Main Street Reconstruction. Officials hope to make Main Street a destination with options to live, work and play through a reconstruction of Main Street and the continued beautification of Main Street along with accessibility improvements.
- Attracting economic development along the Route 20 corridor.
- Retaining and attracting staff through communication, integrity and transparency.
- The Town is beginning the process of updating a 10-year Master Plan. The results of this will help to identify additional upcoming goals.

The successful Town Manager candidate will have a proven track record of collaborative and creative municipal management to solve complex municipal issues and a history of success in strategic planning. The new Town Manager should be willing to try new approaches, look for efficiencies, and seek innovative funding sources. Communicating to keep all key stakeholders included and informed will be a priority.





The Ideal Candidate

- Minimum of a bachelor's degree, preferably in public administration, and at least 3 years of prior full-time, compensated executive service in public or business administration; or 7 years or more of prior service as a town or city manager.
- Effective communicator, internally and externally
- Thoughtful listener
- Energetic, forward-thinking strategic planner
- Experienced manager
- Collaborative team-builder
- Creative, outside-the-box problem solver
- Consensus builder willing to work cooperatively with boards, committees, residents and other stakeholders
- Adept at managing personnel
- Background in economic development strategies and planning
- Visible at town functions and events
- Honest, ethical, and principled
- Proficient in municipal financial management, budgeting, long-term planning
- Ability to build trust
- Able to build and maintain morale
- Willing to delegate
- Personable, approachable and empathetic
- Eager to engage and interact with the community
- Willing to be flexible and embrace change
- Assertive and confident
- Leads with a calm and steady hand

How To Apply

Send cover letter and résumé via email, in a single PDF, by May 8, 2026, 3:00 p.m. EST to:

Apply@communityparadigm.com

Subject: Oxford Town Manager

Questions regarding the position should be directed to:

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

The Town of Oxford, Mass., is an Affirmative Action/Equal Opportunity Employer.

