

DOVER, MA – Town Administrator



Position Statement

Dover, MA (5,923 pop.), is a uniquely beautiful residential community nestled on the south banks of the Charles River providing a peaceful rural setting less than 20 miles from downtown Boston. Dover is a sophisticated community whose residents are successful, well-educated professionals with high expectations. Residents strongly support the protection and acquisition of open space to maintain the community's charming, country-like feel. Dover provides miles of shady trails and woods for walking, cross-country skiing, birding, and horseback riding as well as access to the Charles River. The community has a high concentration of families with school-aged children.



Dover has a Moody's rating of AAA, strong finances, and healthy reserves. The Town is led by a three-member Board of Selectmen with a Town Administrator serving as Chief Administrative Officer, has an open Town Meeting, and a total FY23 budget of approximately \$40 million.

To serve as its next Town Administrator, the Town of Dover is seeking an experienced management professional with a track record demonstrating continuous organizational improvement, developing a strong team, and building collaborative relationships. Applicants must be forward looking with the ability to set, prioritize and achieve goals. Dover is looking for candidates with the following skills: relationship management/team development, technical literacy, financial acumen, and superior communication skills. Demonstrable knowledge of municipal governance is a plus. Candidates should have a bachelor's degree (advanced degree preferred), preferably in management, public administration, or related field.

Annual Salary: \$180K+/-, DOQ. The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The Town of Dover supports work/life balance and is an Affirmative Action/Equal Opportunity Employer.

Government

Dover has a [Board of Selectmen](#)-Town Administrator form of government, with open Town Meeting, and a total FY23 budget of approximately \$40 million. The Board of Selectmen have the general direction and management of the property and affairs of the Town and additionally serve as Police Commissioners and Water Commissioners for the Town. Dover has a decentralized form of government and has a number of independently elected Boards and Commissions. Dover also has highly engaged residents who provide their time and expertise via a variety of appointed Boards and Committees.



The Position

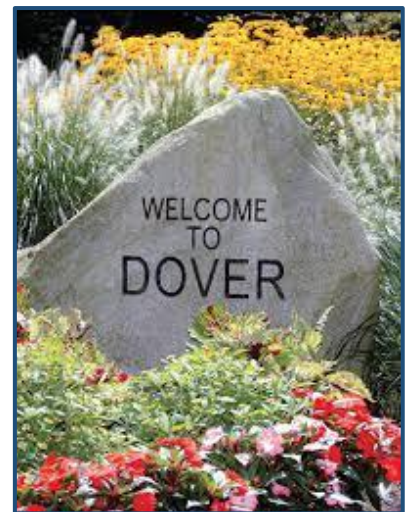
The [Town Administrator](#) is appointed by the Board of Selectmen to serve as the Town's Chief Administrative Officer and is responsible for the administration and supervision of all Town departments and appointed personnel under the Board's control. The Town Administrator is also charged with annually preparing the Town operating budget and capital improvement budget for all non-school departments and accounts. Additionally, the Town Administrator serves as the Chief Procurement Officer responsible for the purchase of all supplies, materials, equipment, and services for the Town. It is critical that the Town Administrator have superior leadership and team-building skills to effectively influence, through collaboration, the various entities that combine to create what we know as Dover.

Departments

The municipal organization is in transition. Over the past four years the Board has initiated efforts to modernize and professionalize Town processes, procedures, and staff. To support this initiative the Town has added an interim finance director, a municipal project manager, a Health Agent for the Board of Health, and a Land Use Planner for the Planning Board. The Town has also established and hired its first DPW Director and hired a new Library Director. Currently, the positions of Assistant Town Administrator and Treasurer are open. This staff complement should provide the Town Administrator with the skills and expertise to move Town service delivery and resident engagement well into the 21st century.

The Town Administrator will have the opportunity to build and shape his or her municipal team given that several positions are filled on an interim basis, are open, or have more recently hired staff members in place.

Dover's department heads and employees strive to provide superior services to the community. Examples of current activities include: DPW – the Claybrook roadway bank stabilization project, and initiating the Centre Bridge reconstruction; Planning Board – Town Center rezoning as well as a variety of housing issues which will require bylaw changes; BOH – the recently hired Health Agent is working to develop a more efficient public health program.



Finances

Dover is in a sound financial position and has a Moody's rating of AAA. Dover does not have a diversified tax base as 81% of the Town's FY23 revenue comes from the tax levy, according to the Department of Revenue's Division of Local Services. Dover is anticipating several large capital expenditures within the next 5-7 years; thus, long-term planning is considered a priority. The Town has an FY23 annual operating budget of approximately \$40 million. New growth value in FY23 was \$25.54 million with the vast majority (\$24.7 million) of that growth in residential value and approximately \$826,000 in personal property value. The total assessed value of Dover properties in FY23 is nearly \$3 billion. Certified free cash for FY22 is nearly \$11.9 million. The average single-family tax bill in FY23 is \$16,736. The FY23 tax rate is \$12.19. Dover is primarily a residential community and approximately 97% of properties are either residential or open space. The next Town Administrator should have superior financial acumen and the ability to assist in the strategic management of Dover's finances, including long-term financial and capital planning.

Important Links:

- [Town of Dover](#)
- [Town Code](#)
- [Town Administrator](#)
- [2021 Town Report](#)
- [Town Budget & Finances](#)
- [Master Plan](#)
- [Consolidation Study Report](#)
- [Housing Production Plan](#)
- [Village Center Visioning Process Summary](#)
- [Dover Village Center Design Workshop Report](#)
- [Caryl Community Center](#)

Education

Dover's public schools are considered among the best in Massachusetts. Dover has three public schools located within the community: Chickering Elementary School; Dover-Sherborn Middle School; and Dover-Sherborn High School. The elementary school is governed by the [Dover School Committee](#) and the two secondary schools are part of a regional school system – the [Dover-Sherborn Public Schools](#) – which is governed by the [Dover-Sherborn Regional School Committee](#). The Dover-Sherborn system has approximately 1,200 students in grades 6-12 with a student-teacher ratio of 11 to 1. High school students have the option of attending the Minuteman Regional Vocational and Technical High School as well as the Norfolk County Agricultural High School. Additionally, the private Charles River School is located in the center of Dover.

Open Space and Recreation

The protection and preservation of open space and natural resources is important to Dover residents. The Town's rural character has become increasingly distinct among neighboring suburbs as regional population growth and residential construction continue to stress open space and natural resources. Dover has approximately 3,000 acres of protected open space owned in fee by government agencies and private, non-profit groups. This represents over 30 percent of the Town's area of 15.21 square miles. Among the most significant open space parcels in Dover are Hale Reservation, Noanet Woodlands, Peters Reservation, Chase Woodlands, and Snow Hill Reservation. The Town has numerous trails for hiking, biking and horseback riding, cross-country skiing, snowshoeing, and other recreational activities.



Ongoing/Upcoming Projects

- Modernization - Continuation of efforts to modernize and professionalize Town processes, procedures and staff to increase use of up-to-date technology, which includes the ongoing implementation of Dover's information technology plan for digital services and document management. Other areas of focus include communications, human resources, and project management.
- Personnel - Rebuilding the municipal team. The next Town Administrator will be involved in making recommendations on such positions as Assistant Town Administrator, Town Planner, and Treasurer/Collector. Additionally, staff training, cross training, and succession planning efforts are needed as departmental staffing tends to run lean.
- Dover Community Center - Redevelopment involves the demolition of the 1971 and 1931 additions and the renovation of the original 1910 Caryl School. The new building complex will be almost 20,000 square feet, including a new pavilion and a larger gym. The project is on schedule but facing increased costs with pricing having come in \$2M-\$4M higher than anticipated. A June 2023 Special Town Meeting may be required to approve additional funding.
- Hale Reservation - Dover has an opportunity to secure a conservation restriction proposed on approximately 640 acres of Hale Reservation property located in Dover. Conservation restriction terms are currently under review and are expected to be finalized shortly. Public presentations on the proposal are expected to begin soon and a Special Town Meeting will be held in Fall 2023. Hale (a private, non-profit company) owns approximately 640 acres of undeveloped land in Dover. Hale is also negotiating a similar arrangement with Westwood where an additional 500+ acres of Hale Reservation property is located. Approval of a conservation restriction, which will cost each community \$10 million, will protect the land from future development. Hale also will pursue private fundraising.
- Water Resources - Dover has created a Water Resource Committee to assess the Town's strategic water needs and for protecting the current water supply. The Committee will also identify potential sources of water to enhance the existing water supply, if necessary. The Committee will balance demand for water and the potential expansion of water sources with the Town's Master Plan and overall community philosophy.





Ideal Candidate

- Bachelor's degree in management, public administration, or related field; advanced degree preferred.
- Experienced management professional with a demonstrated track record of building strong, effective organizations. Ability to coach, mentor, and counsel staff members.
- Demonstrable knowledge of staff development and management, project management, information (IT) and financial management.
- Demonstrable knowledge of municipal governance is a plus.
- Superior skills in communication and community engagement, and an active listener.
- Data-driven decision making; analytical; experience in setting goals and objectives and measuring performance.
- Ability to continue to modernize and professionalize town government; demonstrable understanding of the value of modern technology use in municipal management; ability to successfully encourage a focus on service delivery and operational capacity.
- Diplomatic, consensus builder; experience building collaborative relationships with independent boards and committees, and staff.

How To Apply

Position is open until filled. For a guaranteed review of materials, please send cover letter and résumé via email, in a single PDF, in confidence, by 3:00 p.m. EST, March 29, 2023 to:

Apply@communityparadigm.com

Subject: Dover Town Administrator

Any questions regarding the position or application process should be directed to:

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

The Town of Dover, MA, is an EEO/AA employer.