



Town of Richmond Massachusetts

Richmond, MA (1,489 pop.), is seeking a municipal management professional to serve as its next Town Administrator. This small and scenic rural community is located in Central Berkshire County and is home to a top-notch Pre-K through 8th grade independent school. Richmond is governed by a three-member Board of Selectmen, has an Open Town Meeting form of government, and a FY '19 operating budget of approximately \$7 mil. The ideal candidate should have a Bachelor's degree and/or Master's degree in a field related to municipal management. Preferred candidates should have experience as a municipal manager or assistant municipal manager, or education and experience that is equivalent. Candidates should possess demonstrated skills, abilities, and knowledge in municipal finance, grant writing and administration, municipal procurement, personnel management, and possess a positive attitude and strong leadership skills. The successful candidate will receive a competitive compensation package including health and retirement plans and an annual salary of up to \$75k, commensurate with qualifications and experience. Candidates qualified and willing to serve as a Shared Town Administrator with our neighboring Town of West Stockbridge could be considered for both positions with an increased salary to reflect the additional responsibilities. It is expected that the Town Administrator will work a Monday through Friday schedule, 40 hours per week plus occasional night meetings. Richmond is an equal opportunity employer.

Submit résumé and letter of interest, via email to: townadmin@richmondma.org or by mail to Board of Selectmen, P.O. Box 81, Richmond, MA 01254. Deadline for receipt of applications is 12:00 PM, May 8, 2019 although the position will remain open until filled. Visit our website at: www.richmondma.org to learn more about our Town.