

**Job Posting for
Town of Shutesbury, Massachusetts
Town Administrator**

The Town of Shutesbury (pop. 1,721) seeks a highly motivated and organized individual with strong communication and management skills to serve as its next Town Administrator. Shutesbury is a small rural community that is led by a three-member Selectboard and Open Town Meeting form of government. The Town Administrator is responsible for the oversight and management of the Town's daily operations. The Administrator works with a wide variety of boards and committees concerning the development, implementation and administration of policies, goals, regulatory and statutory requirements related to the administration and operation of the Town.

Candidates should have strong competence in municipal finance and budgeting, project management, human resource administration, and familiarity with Massachusetts municipal law, intergovernmental and community relations. Bachelor's degree preferred, Master's degree in public administration advantageous. Candidates should have 5 years of increasingly responsible experience in an administrative and or management position with experience in supervision, preferably in a municipal setting.

The [Job Description](#) is posted on the Town of Shutesbury website at Job Openings (<https://www.shutesbury.org/jobs>). Starting salary up to \$85,000 is commensurate with qualifications and experience.

Submit resume and cover letter as a pdf attachment to townadmin@shutesbury.org. Screening of candidates will begin January 15, 2025, with resumes continuing to be accepted until the position is filled.

The Town of Shutesbury is an Equal Opportunity Employer (EOE).