

Town Manager Position Open

Sandisfield, Massachusetts is seeking applicants for the position of Town Manager. Sandisfield is a small, rural community in Western Massachusetts with a full and part time population of approximately 1000, and an annual operating budget of approximately \$3.7 million. As the chief administrative officer of the town, the Town Manager is appointed and reports to a three-member Select Board, and supervises 20+ full and part-time employees.

Working independently, the Town Manager performs administrative and supervisory duties; coordinates the activities of departments/boards/committees and town offices; carries out the policies of the Select Board; acts as liaison between Select Board and departments/boards/committees of the town.

A Bachelor's (Master's preferred) in public administration, business, or a related field required. Minimum five years supervisory experience required. Candidates with comparable work and management experience are encouraged to apply. Familiarity with Massachusetts Municipal Law a plus. Excellent communication skills and interacting with the public is required. Applicants should be well versed in municipal operations and management, municipal finance, grant writing, and conflict resolution.

Position is full-time (non-remote) with a minimum of four evenings per month. Must be available in emergency situations. Residency encouraged but not required. Salary commensurate with experience.

A full job description and application are available on the town website, www.sandisfieldma.gov. Please send resume, cover letter, and completed employment application to jbeardsley@sandisfieldma.gov by 5:00 PM August 1, 2022. Position will remain open until filled.