



THE TOWN OF HUBBARDSTON, MASSACHUSETTS
INVITES QUALIFIED CANDIDATES TO APPLY FOR THE POSITION
OF

TOWN ADMINISTRATOR

Interested candidates should submit the following information to the Town Clerk by

- a letter of interest indicating why you are seeking this position
- a current resume including education and prior work experience

Please send your application packet to:

Town of Hubbardston
Attn: Town Clerk
7 Main Street, Unit #12
Hubbardston, MA 01452

The Town Administrator Search Committee will review all submissions and select applicants who shall be invited to submit additional information and attend interviews. Salary and benefits will be negotiated by the Board of Selectmen based on the applicant's qualifications, experience and other relevant factors. Salary range is competitive and based on qualifications. Application Deadline is August 8, 2016 at 5:00PM.

QUALIFICATIONS

- Bachelor Degree in finance, public/ business administration or related field; Master's Degree preferred; minimum of five years of municipal management experience as a Chief Administrative Officer, or a related field
- Non-traditional career backgrounds may be considered but must be accompanied by at least 5 years municipal experience in the management or

policy level. Experience with M.G.L, collective bargaining, personnel administration, and town meeting process

- experience with financial management and labor relations
- knowledge and demonstrated experience in budget preparation, presentation, management and controls
- ability to inspire trust, confidence, and leadership to all segments of the Town of Hubbardston and its employees
- demonstrated abilities in working with diverse groups of committees, entities, agencies and residents through strong leadership skills working toward clearly defined goals
- experience in writing and applying for private, State, and Federal Grants
- confident and clear public speaking skills, whether at public meetings, legislative hearings, or town meetings

OUR COMMUNITY

The Town of Hubbardston is a quiet rural town of approximately 4500 people located in the hills of central north Worcester County. It was incorporated in 1767 and has a total area of approximately 42 Sq. Miles with 88 miles of roads. It is 1 ½ hours from all three major commercial airports in New England. Thirty percent (30 %) of our town is watershed land for the Quabbin Reservoir and protected by the Mass DCR. Our Operating Budget is approximately \$ 8,200,000 and our type of government is an open town meeting style. The town is a member of the Quabbin Regional School District.

The Town of Hubbardston is an Equal Opportunity Employer. No candidate shall be excluded from consideration because of age, color, race, disability, national origin, religion, sex or sexual orientation.

<http://www.hubbardstonma.us>