

Town of Sterling, MA

Town Administrator

The Town of Sterling is seeking a Town Administrator to serve as Chief Administrative Officer of the Town. The successful candidate will possess: excellent leadership qualities, exceptional communication (oral and written) skills, including successful grant-writing record; experience with municipal finances/budget, procurement and Mass. General Laws; human resources/personnel knowledge and experience, ability to think creatively and imaginatively; and a strong commitment and desire to work collaboratively with town department heads, employees, boards, committees and citizens. The Town Administrator plays a crucial role in the town's overall planning, management, organization, stability, direction and growth.

View the complete job description at:

<http://www.sterling-ma.gov/sites/sterlingma/files/file/file/townadmin.pdf>

Job requirements include: Bachelor's degree in public or business administration or a related field (masters preferred); Five to seven years of related experience with three of those in a managerial position.

Salary commensurate with experience.

Please transmit resumes electronically and no later than November 30, 2016 to: Matt Stelmach, Town of Sterling Town Administrator Search Committee at sterlingtasearch@yahoo.com