

EXTRA INFO. 5/10/07

FIRST ATTEMPT AT A TOWN MANAGER ADVERTISEMENT FDH 5/10/07

Town Manager sought. The **Town of Acton, MA** is seeking a replacement for a retiring Town Manager who has so served the Town for 21 years. The retiring Town Manager's salary was last voted at approximately \$134,000. There is a residency requirement. Acton is a pleasant and affluent community with a population of about 21,000, located 25 miles west of Boston, with immediate highway and commuter rail access. (see <http://www.town.acton.ma.us/>) The Town is proud of its colonial traditions and seeking to maintain much of its original rural character while in transition to a suburb. It enjoys the best public school system in the Commonwealth. (see <http://ab.mec.edu/>) The Town Manager directs a municipal staff of approximately _____ and directly reports to an elected five member Board of Selectmen with staggered three year terms which is the Town's executive body, the Chairman is the Chief Elected Official. The annual municipal budget, not including schools, is approximately \$_____. The legislative body is a New England Open Town Meeting (see http://en.wikipedia.org/wiki/Town_meeting_nature). Various Boards and Committees of the Town, populated by a large number of resident volunteers, do much of the regulatory, planning, and other business of the Town, in some cases aided by a staff advisor. Acton is a full service Town, except the public water supply is separately provided. Prefer MPA/MBA/related degree & at least 6 years town manager/assistant town manager/equivalent government experience. Ideal candidate will have diverse municipal experience with emphasis on conservative fiscal management, communication skills, staff leadership and development, labor negotiations, personnel management, ability to fully implement decisions taken & unquestioned integrity. Private sector experience a plus. Letters applications, together with resumes and any other documentation initially submitted should be addressed to: Manager Search, Acton Town Hall, 472 Main Street, Acton, MA 01720. Questions may be forwarded to the Chairman of the Board of Selectmen, via email at bos@acton-ma.gov or the Chairman of the Screening Committee at _____. There is no cutoff date for receipt of applications, later arriving communications will be considered to the degree possible depending on the then status of the search, but earlier is better than later. In conformance to law, unless otherwise requested, the identity of applicants will not be released to the public until the finalists for the position are selected, after at least one round of interviews of the candidates remaining after credential examination.