

Seeking replacement for retiring Town Manager who has successfully served the Town for 21 years.

Acton is located in Middlesex County, approximately 25 miles west of Boston (see www.acton-ma.gov) Town has experienced rapid growth in the last 20 years and currently has approximately 21,000 residents. Acton is proud of its colonial roots and seeks to maintain its small town character and the economic and growing cultural diversity of its residents. Many residents have been drawn to Acton because of the excellence of its public schools, which are among the very best in Massachusetts (see www.ab.mec.edu) Further contributing to Acton's growth is its direct highway access and commuter rail service. Town Manager will be hired by and report to an elected, five member Board of Selectmen that is the Town's Executive Body. The Selectmen serve staggered three-year terms, and although their hiring authority extends only to the Town Manager, Town Clerk, Town Accountant and Town Counsel, they are the appointing authority for the large number of citizen volunteers serving on a wide range of statutory and non-statutory Boards, Committees and Commissions which are involved with much of the regulatory, planning, and other business of the Town. Town Staff, under the direction of the Town Manager, provides staff support to the more important Boards, Committees and Commissions, such as the Planning Board, Board of Health, Board of Assessors and the like and is responsible for the delivery of many services to the Town's citizens. The Town's legislative body is a New England Open Town Meeting (see http://en.wikipedia.org/wiki/Town_meeting nature), a colonial tradition in which the Selectmen figure prominently, inasmuch as they individually present and defend the budgetary and other Articles which they, or in special cases, a group of citizens, have placed on the Warrant following a preliminary process in which the Town Manager and his staff are directly involved. Acton is a full-service Town, including a Police Department and Fire Department. The public water supply is not managed by the Town but has its own elected officials and its own Town Meeting. The Town Manager directs a municipal staff of approximately 190 full-time and 70 part-time employees.

The annual municipal budget, not including schools, is approximately \$24,000,000. The retiring Town Manager's salary was last voted at approximately \$134,000, and he was provided a Town vehicle. Preferably, the successful candidate will have a relevant advanced degree and six or more years town manager/assistant town manager/equivalent government experience. Ideally, the 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 by the Board of Selectmen & unquestioned integrity. Private sector experience would be a plus. Residency is strongly preferred. Applications, together with resumes and any other documentation initially submitted, should be addressed to: Manager Search Committee, P.O. Box 656, West Acton, MA 01720-0656.

Questions may be forwarded to the Chairman of the Board of Selectmen, F. Dore' Hunter, via e-mail at DoreHunter@aol.com or telephone (978) 263-0882. There is no established cutoff date for receipt of applications; later arriving communications will be considered to the degree practical depending on the then-status of the search, earlier is better than later. Unless an application indicates otherwise it will be presumed that candidates do not wish their identity released to the public until the finalists for the Manager's position are selected, as required by law.