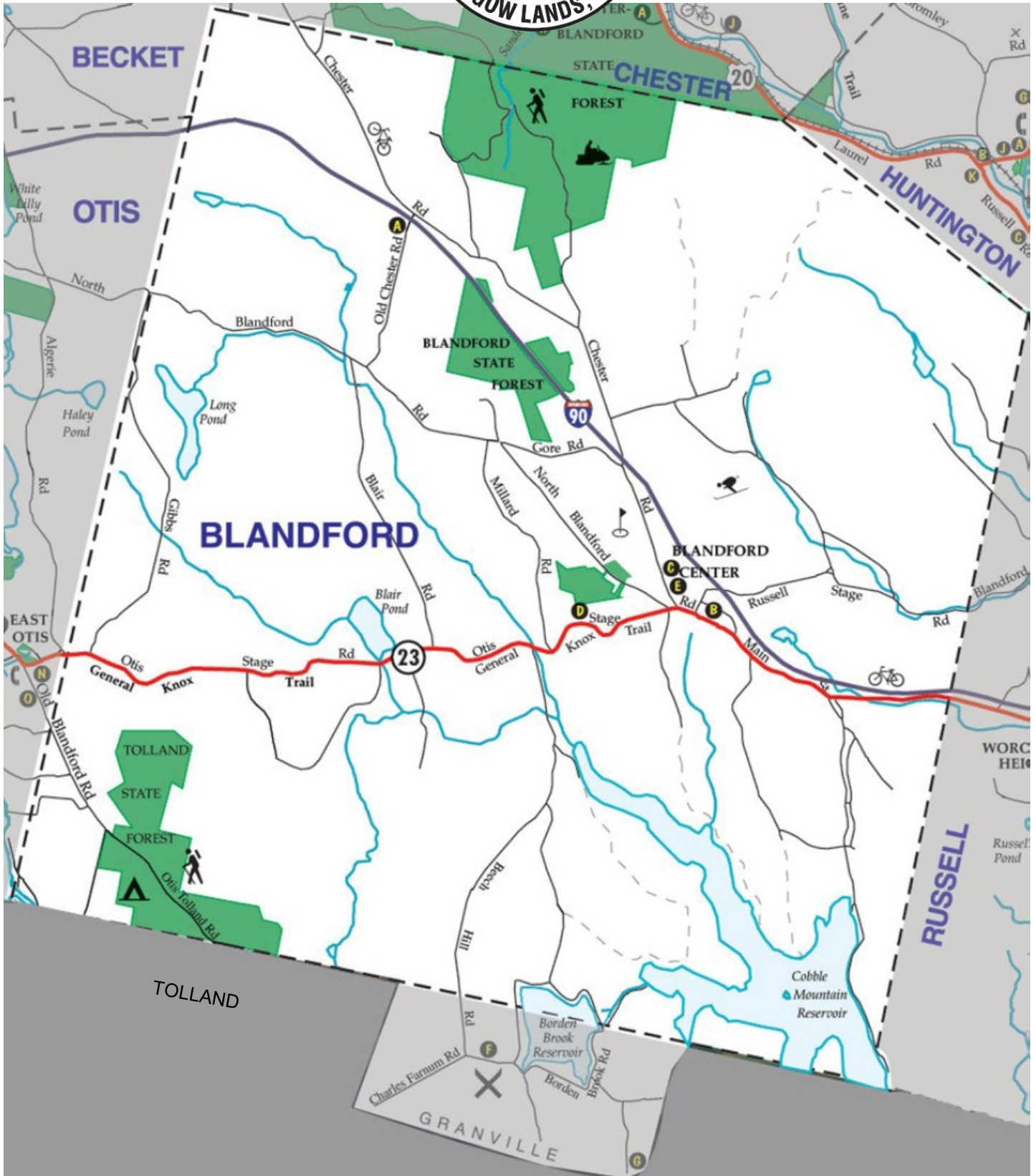


Community



Profile



About The Town

The Town of Blandford of 1,215 residents (2020 Census est.), is a rural community in Western Massachusetts within the Pioneer Valley region. Incorporated in 1741, the town's 53.4 sq. miles bordering Berkshire County on the west, the Towns of Chester and Huntington to the north, Town of Russell to the east, and the Towns of Tolland and Granville to the south. Blandford is one of six towns in the Gateway Regional School District. The town functions under the open town meeting form of government, which is the legislative body, with a three-member Select Board as the Chief Executive Officers responsible for setting policy and strategic direction for the town and oversees the Town Administrator and administrative functions of the town.

Financial Management Government Structure

Select Board members are elected for a three-year term and are responsible for all town matters. The Select Board appoints the Town Administrator who works under the direction of the Select Board as the Chief Administrative Officer. The Town Administrator oversees the day-to-day business of the town keeps the Select Board informed. This includes but is not limited to, implementing and enforcing town policies, coordinating cross-departmental collaboration in the delivery of services, and development of the town's budget.

The Select Board appoints and oversees the accounting, treasurer, and collector functions of the Town. The three-member Board of Assessors is elected. The accounting and treasurer functions are currently outsourced to professional firms, with part-time assistance from an in-house appointed Assistant Treasurer and Assistant Tax Collector.

Community and Finance Snapshot:

Operational achievements have positioned the Town on a strong movement forward largely because of:

- An engaged and supportive Select Board.
- A professional full-time Town Administrator.
- Utilization of professional services for municipal financial operations; Accountant, Treasurer/Collector, Assessing.

The Town Administrator works with the financial team to maintain consistency and clear and best practices in fiscal operations. In addition, the Town Administrator seeks new sources of revenue and creative options such as sharing services with other towns and public entities.

Population	1215 (est. 2020 census)
Total Budget	\$4.5m
Tax Rate (2021)	\$17.76 (2021)
Annual Town Meeting	First Monday in June

The Ideal Candidate Profile

General:

The Select Board seeks a full-time professional Town Administrator with municipal management and administrative experience and a strong understanding of state and local government. As the Chief Administrative Officer, the successful candidate will assist the Select Board with:

- Overseeing town departments, operations, and projects.
- Monitoring operating and capital budgets.
- Coordinating human resources functions.
- Serving as a liaison and coordinator between elected and appointed town officials, employees, volunteers, and citizens.
- Facilitating budget preparation and providing budget oversight.
- Coordinating community development initiatives.
- Identifying and fostering growth opportunities and promoting the town.
- Securing resources to support town operations.

Responsibilities:

The Town Administrator is given authority, responsibility, or control by by-law, Town Meeting vote, and by vote of the Select Board.

- Keeping the Selectboard informed of all important matters involving the town and making reports and recommendations to the Selectboard as it so directs.
- Networking with communities, other Town Administrators, and a wide variety of other agencies, government entities, legislators, and others in the community and region.
- Preparing presentations and speaking comfortably and well in public meetings and other venues.
- Researching, analyzing, and interpreting data.
- Being able and willing to work a flexible schedule including evenings and weekends.

Personal and Professional Attributes:

- Creative problem-solver who is accessible, transparent, trustworthy, respectful, and collaborative.
- Able to communicate effectively and build consensus.
- Excellent managerial, organizational, and verbal and written communication skills.
- Self-motivated, goal-oriented person.

The Town Administrator must meet the following qualifications or any equivalent combination of education, training, and experience, providing the required knowledge, skills, and abilities to perform the essential functions of the job:

- Bachelor's degree and/or a Master's degree, preferably in a field related to public administration or business management.
- Three or more years' experience as a Town Administrator or City Manager, or Assistant Town or City Manager or Administrator, a business manager, or a combination of equivalent education and experience transferable to municipal government or business management.
- Working knowledge of the principles and practices of municipal finance, budgeting, and personnel administration. Knowledge of Massachusetts General Laws as they apply to municipal operations.

Salary Range, Schedule, and other related information:

Salary range for this benefited fulltime position is \$65,000 to \$85,000 depending on qualifications and experience with a 90-day probation period. The typical workweek is Monday through Friday. Evening meeting attendance is an essential part of this position. The applicant must have scheduling flexibility. Residency is not required.

Challenges and Opportunities

The following are the challenges and opportunities that lay ahead for the successful candidate:

Challenges:

- Developing a plan for a permanent solution to meet Accounting, Treasurer, and Tax Collector functions.
- Continued implementation of finance and personnel policies.
- Creation of a capital improvement plan.
- Addressing the needs of an older population as demographics of age distribution have changed significantly – gaining more seniors and losing school age children.
- Addressing the need for the six towns and our regional school district to work more closely together on long term plans and budgets. The school budget represents over half of the town's budget.

Opportunities:

- High-speed internet access is nearly completed through our own broadband network.
- There is a desire to support regionalization/sharing of municipal services with bordering municipalities, specifically in the areas of finance, human resources, and building inspector services. The successful candidate will coordinate discussions on possibilities. Blandford and Chester recently merged their police departments and have received statewide recognition as a model for other communities.
- The Commonwealth of Massachusetts has awarded Blandford a number of grants, most recently two Community Compact Program (CCP) projects:
 - Position descriptions for town employees and a Wage and Classification Plan for non-union employees.
 - Capital Improvement Plan.

How to Apply

Applications must be submitted electronically. Send resume with a cover letter and five professional references to: TAapp.submit@townofblandford.com . Submitted applications are to be to the attention of Dr. David Hopson, Chair, Blandford Town Administrator Search Committee. Please combine all documents in a single pdf file, if possible. **Blandford TA** and the applicant's **Last Name** must be included in the subject line. Deadline for applications is December 15, 2021, but applications will be accepted until position is filled.

The Town Administrator Search Committee will review applications after submission deadline date and coordinate initial interviews. The Select Board will conduct the final interviews and is the hiring authority.