



Town of
Bolton
Massachusetts
Incorporated 1736



COMMUNITY
PARADIGM
ASSOCIATES, LLC

Position Opportunity

Town Administrator

The Town of Bolton, Mass. (pop. 5,676), is seeking an experienced municipal leader who will work seamlessly with existing town leaders and staff, continue to foster the positive workplace culture, and manage personnel effectively, to serve as Town Administrator. Applicants should be ethical leaders who exhibit sound judgement and communicate effectively and in a timely manner to all stakeholders. Candidates should understand small-town government, regional school districts, and the importance of fostering relationships among local, state, and federal officials. The new Town Administrator will be involved in several key construction projects including a new regional high school, a new traffic circle along the main thoroughfare, and a large-scale rental housing development. Bolton is a picturesque community in the Nashoba Valley with rolling hills, orchards, historic stone walls, and miles of walking trails. Conveniently located off I-495, Bolton is minutes from the Mass. Turnpike, Route 9, and I-290. It has a three-member Select Board and Open Town Meeting with a FY24 budget of \$29.15M and a AAA rating.

Applicants should have a bachelor's degree (master's preferred) and experience as a Town Administrator, Assistant Town Administrator, or head of a significant department in a complex municipal organization, or professional equivalent. Residency is not required. AA/EOE.

Annual salary: \$170K+/- DOQ.

For additional information related to the position, the Town and the application process, visit www.CommunityParadigm.com or contact John Petrin, Senior Associate, Community Paradigm Associates at JPetrin@CommunityParadigm.com. Send résumé and cover letter in a single PDF via email, in confidence, by 3:00 p.m. EST, Feb. 15, 2024, Subject: Bolton TA, to: Apply@CommunityParadigm.com.