**Town Administrator**

**Town of Harwich**

Harwich (13,000 pop.; reaching 40,000 during summer weeks), is seeking a seasoned municipal or business management professional with related experiences having exceptional leadership and communication skills with specific focus on financial management, procurement, housing and environmental protection to serve as its next Town Administrator. Harwich, located on the south side of Cape Cod, is made-up of seven villages, extensive shoreline on Nantucket Sound, three multiple-use harbors with a vibrant year-round and tourist economy. The town’s financial strength is evidenced by the recent upgrading of its S&P credit rating to AAA.

Harwich, led by a five-member Board of Selectmen, has an open-town meeting form of government, and a total operating budget of approximately $40 million. The successful candidate will have a bachelor’s degree in public/business administration or related field (master’s degree preferred) and at least three to five years of relevant management experience, with demonstrated skills and abilities in municipal finance and budgeting, personnel administration, economic and community development, project management, labor relations, and intergovernmental relations. Candidates should have a proven record of leadership and strategic vision, be team oriented and able to build cooperative and collaborative relationships with appointed/elected officials, citizens, and town employees. A tenure of at least five to 10 years is expected.

The successful candidate will receive an attractive compensation package including health and retirement plans and an annual salary of $160,000 (+/-) commensurate with qualifications and experience. Town employment application and job description are available on the Town’s website at [www.harwich-ma.gov/home/pages/employment-opportunities](http://www.harwich-ma.gov/home/pages/employment-opportunities) . Harwich must receive the completed Town employment application, resume and three references submitted to taresume@townofharwich.us no later than May 22, 2020.

Harwich is an EOE/AA employer.