



## Position Opportunity

### Town Administrator

The Town of Harvard, Mass. (pop. 6,059), 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. An applicant should be a principled leader who exhibits sound judgement and communicates effectively and in a timely manner to all stakeholders. Candidates should understand small-town government, and the importance of fostering relationships among local, state, and federal officials. The new Town Administrator will be involved in several key projects including a water connection to Devens, Ayer Road reconstruction project, potential DPW facility construction project, town owned solar array, and municipal cell tower. Harvard is a well-preserved rural community that has long been dedicated to maintaining its historical, small-town environment and open spaces. Conveniently located off Route 2 and I-495. It has a five-member Select Board and Open Town Meeting with a FY25 budget of \$33M and a AAA rating.

Applicants should have a bachelor's degree in public administration or equivalent (Master's preferred) along with seven years of public sector administrative experience is required. Residency is not required. AA/EOE.

**Annual salary range:** \$150K-\$201K depending on qualifications and experience.

For additional information related to the position, the Town and the application process, contact Executive Assistant Julie Doucet via phone 978-456-4100x312 or email [jdoucet@harvard-ma.gov](mailto:jdoucet@harvard-ma.gov). Send résumé and cover letter in a single PDF via email, in confidence, by 3:00 p.m. EST, April 26, 2024, Use the following in the subject line: Harvard TA, to: [tasearch@harvard-ma.gov](mailto:tasearch@harvard-ma.gov).