

Notice of Vacancy

Town Manager

Town of Falmouth, Massachusetts

The Town of Falmouth (permanent population: 32,517; seasonal: more than 105,000), a complex, dynamic, and diverse community is seeking qualified applicants for the position of Town Manager to serve as its Chief Administrative Officer. The successful candidate will have excellent leadership qualities, exceptional oral and written communication skills, understanding of or ability to become adept in municipal finances, budgets, procurement, Massachusetts general laws, personnel management, and planning.

Candidates should preferably possess a master's degree, preferably in public or business administration, granted by an accredited degree-granting college or university. Professional experience shall include at least three (3) years of prior full-time compensated executive service in public or business administration. Alternatively, five (5) years or more of such professional experience and a bachelor's degree in an appropriate discipline shall qualify any applicant. Seven (7) years or more of prior full-time compensated service in public or business administration shall also qualify any applicant. A candidate will be especially fit by education, training, or previous experience in public administration to perform the powers and duties of the office.

The candidate should be a communicator, always seeking first to understand, forward-thinking and innovative, with a strong commitment and motivation to work collaboratively with local boards, town department heads, employees, and citizens (permanent, seasonal, and commercial). The Town Manager plays a crucial role in the Town's overall planning, management, organization, stability, and growth of the community. The Town Manager must be able to and have a proven track record in developing strong and productive working relationships with the various constituencies in the communities and/or organizations in which they have worked. The Town Manager works under the direction of a five-member Select Board. The duties are outlined in the Falmouth Home Rule Town Charter which can be found on the Town's website: www.falmouthma.gov.

The Town anticipates negotiating an annual salary more than \$200,000 with the right candidate. Current salary range is \$180,000 to \$210,000. Final salary negotiable commensurate with qualifications. An attractive benefits package, including health and retirement plans, is part of the Town Manager's total compensation. Preliminary interviews are targeted for March of 2023. All replies will be kept confidential until finalists are identified. Please send a cover letter and resume (electronic submissions preferred, mark subject line Falmouth Town Manager). A Position Profile Brochure can be found on www.grouxwhiteconsulting.com or by emailing:

Richard J White
Groux-White Consulting, LLC
1 Pelham Road, Lexington, Massachusetts 02421
rickwhite58@verizon.net