

## Town Administrator

### Town of Tiverton, Rhode Island

The Town of Tiverton (pop. 15,780) with a combined municipal and school department budget of \$49 million dollars, and 100 full time municipal employees is seeking to hire a Town Administrator, who shall be responsible to the seven-member Town Council for the administration and management of the municipal government.

Responsibilities of the Town Administrator include but are not limited to: day-to-day supervision of department heads, preparation of the annual budget, union and non-union labor contract negotiations, grant writing, personnel management, administration of a municipal budget and the development of long range goals and strategies.

Graduation from an accredited college or university with a Bachelor's Degree is required. (Master's Degree preferred) At least five years administrative experience in a similar environment is also required. Personnel management is preferred. Municipal or government experience, familiarity with government finance, and experience with labor relations and collective bargaining are desirable. Salary commensurate with qualifications and experience. For more information about Tiverton, go to [www.tiverton.ri.gov](http://www.tiverton.ri.gov). For questions about the position, please contact the Town Clerk at 401-625-6711 or email [nmello@Tiverton.ri.gov](mailto:nmello@Tiverton.ri.gov).

Please submit resume, including salary history, requirements, professional references, and cover letter addressed to the Tiverton Personnel Board, P.O. Box 38, Tiverton, RI 02878 no later than **4:00pm, Wednesday, January 24, 2017.**

Please note that applicants selected for and accepting an interview with the Town will have their names and application materials made public pursuant to the Rhode Island Access to Public Records Act. The Town of Tiverton is an Equal Opportunity Employer.