

Town Administrator Job Posting

The Town of Ashland, NH seeks an energetic, motivated and engaging individual for the position of **Town Administrator**. Ashland is a centrally located Town at the gateway to the Lakes Region and the White Mountains. The **Town Administrator** is responsible for overseeing the daily operations of the Town as assigned and directed by the Board of Selectmen and serves as the administrative and business officer to the Board of Selectmen and as a general resource to the citizens of the Town. The candidate should have strong Financial, Management, Town Planning and Land Use skills. The selected candidate must have the ability to establish positive working relationships with Town officials, Town employees, citizens, the school district and the business community. Excellent oral and written communication skills, experience in economic development, grant writing and administration, personnel management and computer skills are all desired. A Bachelor`s degree in Public Administration or related field with a minimum of five years` experience is preferred; Compensation and benefits competitive depending on qualifications and experience. To apply in confidence please send a cover letter and resume with salary history and requirements to: The Chairman, Ashland Board of Selectmen, Town of Ashland, PO Box 517, Ashland, NH 03217 or electronically at ndewolfe@ashland.nh.gov . Applications will be accepted until the position is filled. The Town of Ashland is an Equal Opportunity Employer.