

Town Administrator – Part Time

The Town of Frenchboro is seeking to hire a qualified person to serve as part-time Town Administrator. A qualified candidate should have demonstrated municipal management or administrative experience. Candidates must possess excellent verbal and written communication skills; superior interpersonal ability; and strong planning, organizational, and supervisory skills. Knowledge or experience in areas of municipal budgeting, grant writing, contracting, project administration, ordinance drafting, compliance with federal and state regulatory systems, and policy management are desired. Proficiency with word processing, spreadsheet and email software required and familiarity with common communications and accounting software desired.

The Town Administrator is responsible for overseeing day-to-day operations of Town government, preparing the Town budget, satisfying reporting requirements, responding to freedom of access requests, coordinating with town boards and committees, representing the Town in interactions with other organizations and government entities, responding to community concerns, and performing other duties as may be assigned by the Select Board. Expected time commitment is 10 hours a week, and most scheduling is flexible. Although the ability to work on Frenchboro would be a plus, the majority of the work may be performed remotely using technology. Salary is \$12,000.00. The successful candidate must be able to start work in August of 2013.

Please submit resume and three references by June 28, 2013 to:

Town of Frenchboro
Select Board
One Executive Drive
Frenchboro, ME 04635

or by email to frenchboro@gmail.com