

Town of Sullivan - Town Manager

The Town of Sullivan, Maine is seeking qualified candidates for the position of Town Manager. Sullivan is a year-round, coastal, rural community, with about 1200 residents.

Sullivan has a 3-person Select Board/Town Manager/Town Meeting form of government with an annual budget of over \$3M, including schools. The Town Manager supervises full-time and part time municipal employees and is directly responsible for the day to day operations of the Town, including but not limited to all town administrative activities, solid waste operations, management of the annual budget and development of the long-term capital budget, management of infrastructure projects, and planning for the Town's future. The Town is currently working on a revaluation and looking to update its Comprehensive Plan.

The ideal candidates will possess extensive knowledge of how to effectively and efficiently manage the day to day operations of the town under the SB/TM/TM form of government; possess excellent written and oral communication skills; have the ability to successfully interact with the public, Town committees and members of the Select Board; will be highly organized and able to quickly execute motions of the Select Board; possess strategic thinking and planning experience; is a problem-solver and able to think outside the box; is able to work independently and delegate to office staff, will have prior personnel management experience; is highly motivated, organized, responsible, experienced and possess demonstrated leadership ability. In addition, the ideal candidate will have a transparent, open, collaborative management style.

A Bachelor's degree in Public Administration, Business Administration, Project Management or similar relevant field is preferred; a Master's degree is a plus; experience in municipal management is preferred, but candidates with private sector executive level management, finance or comparable experience are encouraged to apply. Salary is commensurate with that of a small town in Maine and is negotiable based on qualifications, experience and training.

Please send resume and cover letter with salary requirements by 5:00 p.m., May 5, 2023 via email to townmanager@sullivanmaine.org or by fax to (207) 422-4785 or send by U.S. mail to: Town Manager Search, 1888 US Highway 1, Sullivan, ME 04664.

The position will remain open until filled.

www.sullivanmaine.org