

TOWN ADMINISTRATOR NORTHWOOD, NH

Northwood, NH (approx. pop. 4,600) is seeking an individual with demonstrated organizational, administrative and management skills to serve as its next Town Administrator. This is a full-time position that requires a strong knowledge of and adherence to State statutes, local ordinances and to the associated documentation and reporting requirements. Northwood has worked hard to move the community in a positive direction and is looking to build upon the successes in key position hires, financial software and controls, road rebuilding / maintenance, and recreation fields improvements. Ideally located along Route 4 in central New Hampshire, Northwood is just 30- 40 minutes from the cities of Concord, Manchester, and Portsmouth and the cultural, health and educational opportunities they offer. Northwood is close to the NH Seacoast and Lakes Region and is within an easy drive to the White mountains and many major ski resorts. Northwood's population increases seasonally as it boasts its own recreational offerings with the several lakes and miles of hiking trails within the community.

The Town has an operating budget of approximately \$4.1 M, with 19 full-time, 10 part-time and additional seasonal employees (not including call firefighters). Approximately \$1 M is also approved annually for roads, equipment, and community initiatives. Several large capital projects will be under consideration in the coming years. The Town Administrator reports to a five-member Board of Selectmen. This is an SB-2 community with a February Deliberative Session/March Election that has also adopted the Municipal Budget Act and therefore has a Budget Committee. Strong leadership, communication and community engagement skills are essential. A bachelor's degree in a related field and a minimum of 5 years municipal management experience is desired. An equivalent combination of education and experience which demonstrates possession of the required knowledge, skills and abilities may also be considered. Salary range to \$105,000. Starting salary commensurate with qualifications. Northwood is an equal opportunity employer.

For further information potential candidates are directed to the Municipal Resources, Inc. website at www.mrigov.com/career or to contact Municipal Resources, Inc. at 603-279-0352 ext. 330.

To apply submit a resume and cover letter, in confidence, as a PDF attachment to recruitment@mrigov.com by **Monday, May 29th, 2023, at 5 PM EDT.**

