



## Welcome

The Town of Bellingham Select Board invites candidates to learn about the opportunity to be the next Town Administrator, who serves as the day-to-day leader of the municipality.

The Select Board is looking for an experienced municipal leader with finance expertise who has a track record of building consensus, engaging with community stakeholders, and managing multi-year complex community development policies and projects that effectively balance diverse interests.

## The Town of Bellingham

Historically known as a small, working-class community, Bellingham has had relatively low and affordable residential tax rates. The affordability of the Town for residents has bolstered an increase in development and an increase in demand for public goods and services. Bellingham faces the challenge of maintaining a balance of affordability, low tax rates, and providing a high level of public goods and services for its residents. Commercial growth has historically allowed the residential tax rates to remain low.

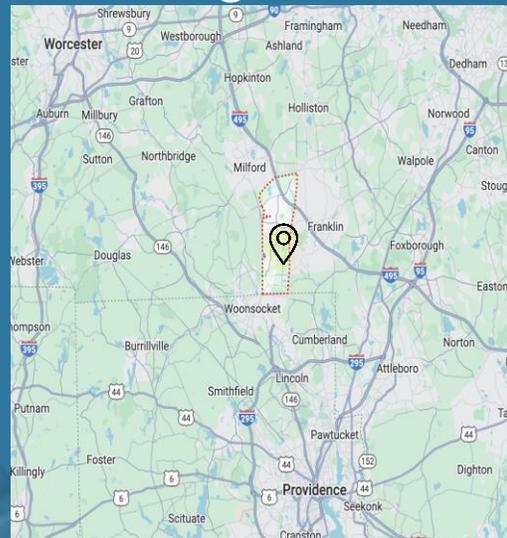
## Key Focus Areas

The following key focus areas represent the collective priorities for the Select Board.

### Growth and Community Development

Bellingham is experiencing significant growth and there is at times contentious debate in the community about the best path forward. The new Town Administrator will need to have experience and skills to empathetically and skillfully engage with the public and stakeholders, as well as work with the Select Board and staff to identify potential future pathways that help balance the needs of preserving our small town history and feel while enabling smart growth that brings vibrancy and needed financial support for our tax base.

## Bellingham, MA



Established in 1719, Bellingham is a charming town that offers a unique blend of rural living and suburban convenience. With a highly rated school system, abundant outdoor recreational opportunities and beautiful landscapes, and a strong sense of community, Bellingham is a great place to live, work, and visit.

## Financial Management

Bellingham has a strong financial position and an AA+ bond rating. However, the Town also has more than \$30m of municipal debt, and still unmet infrastructure needs. Combined with the challenge of rising staffing costs, the new Town Administrator will need to support ongoing sound financial management and also be adept at communicating and engaging with the Select Board, Finance Committee, and other stakeholders to ensure plans and policies are clear and decisions are based on evidence.

## Staffing and Human Resources

Bellingham has a strong and dedicated group of managers and employees. Like many municipalities, reaching staffing goals can be challenging, especially in public safety. The new Town Administrator will need to have experience and ideas to develop personnel policies that support existing staff as well as improve retention and look toward succession planning.

## Infrastructure

Like many historic communities, Bellingham has infrastructure needs related to roads, sewer/water, aging population, and more. The new Town Administrator should have experience creating and implementing multi-year capital projects.

## Public Engagement/Trust

Key to Bellingham's vibrancy and success of town administration is building and maintaining trust with the community. Broad experience with designing and carrying out effective public outreach and engagement campaigns that help build buy-in, trust, and a sense of community and collaboration in the local civic space will be critical.



# Town Administrator Responsibilities

The Town Administrator responsibilities are detailed in the Town Charter and include the following:

- Appoint all department heads and employees for the Town except for employees of the School Committee and Library Trustees.
- Direct and supervise the administration of all functions under their control.
- Prepare and submit the annual capital budget and capital outlay program.
- Provide oversight to see to it that all provisions of the General Laws, the Charter, Bylaws and votes of the Town Meeting and of the Select Board that require enforcement by the Town Administrator or officers subject to the Town Administrator's direction and supervision are faithfully carried out.
- Negotiate all contracts involving any subject within the jurisdiction of the office.
- Manage staff responsible for the maintenance and repair of all town property, excluding school buildings and library.
- Manage the maintenance of keeping full and complete records of the financial and administrative activities of the Town and shall render a full report to the Select Board at the end of each fiscal year and otherwise as said board may require.
- Serve as the certified procurement officer directly or through delegation.

- Approve the award of all contracts for all town departments with employees involving wages, hours and other terms and contracts with employees.
- Delegate to others the Administrator's powers and duties under this Charter, except as may be prohibited by law and, further, any action taken by a designee authorized hereunder shall be deemed to be the actions of the Town Administrator.
- Perform such other duties consistent with the office as may be required by Bylaw, vote of the Town or Select Board

## Qualifications

In accordance with the Town Charter, the Town Administrator shall possess not less than a bachelor's degree and a minimum of 7 years of professional experience. A master's degree is preferred as is managerial experience in a municipal or public position with similar responsibility and complexity.

## Salary and Benefits

The anticipated starting salary range is up to \$220,000 depending on experience and qualifications. The Town will negotiate a comprehensive employment contract, including standard and voluntary benefits offered by the Town. The position is full-time and requires in-person presence on-site.

## Next steps

Please submit cover letter and resume to the Collins Center for Public Management at: [collinscenterrecruit@umb.edu](mailto:collinscenterrecruit@umb.edu) and include in the subject line "[Your last name] - Bellingham Town Administrator" or click below. **Review of resumes will begin May 29th.** The position will remain open until filled.



The Town of Bellingham is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.

## Community Information

- 18.5 sq miles land area
- 17,000 population
- 5,500 households
- 101 miles of roadway
- 27% on town sewer
- \$103k median household income

## Town Government

- Five member Select Board
- Open Town Meeting
- \$75m annual budget
- AA+ Bond rating

