

Town of Franklin

355 East Central Street
Franklin, Massachusetts 02038-1352



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OFFICE OF HUMAN RESOURCES

JOB POSTING NOTICE

POSITION: Town Administrator
POSTED: October 18, 2018 through November 13, 2018

The Town of Franklin seeks a Town Administrator to serve as the Chief Executive and Administrative Officer for the Town. The Town Administrator is responsible for the day to day operation of the community. The duties and responsibilities of the Town Administrator are listed in Article Four and Article Six of the [Town Charter](#).

Franklin is primarily a residential community with a population of approximately 34,000. Franklin has a city form of government with a nine member Town Council. The FY19 budget is \$125,000,000.

The salary and benefits are commensurate with experience.

Required Qualifications:

The Town Administrator must have a Bachelor's degree from an accredited four-year college or university and at least three (3) years of full-time compensated service in town administration or related job experience.

Application Process:

All applications will be held in confidence. Interested candidates shall send a resume and cover letter to the Town Administrator Search Committee c/o Human Resources Director Karen Bratt via email or mail. Resumes must be received by 4:00 p.m. on Tuesday, November 13, 2018.

Email submission (preferred): Email resume and cover letter in a single PDF document to KBratt@franklinma.gov. Please put Town Administrator Search in the subject line.

Mail: Town Administrator Search Committee
c/o Human Resources Director Karen Bratt
355 East Central Street
Franklin, MA 02038

The selected candidate will be required to successfully complete a background investigation and a pre-employment physical exam, including a drug test.