

WE ARE HIRING

Town Administrator

The Town of Haverhill, NH has an opening for a Full-Time Town Administrator. The Town Administrator is the lead Administrative Officer for the town under the Board of Selectmen and is responsible for duties assigned by the Board of Selectmen. This includes performing complex professional and management work in providing daily administration of Town operations such as budgeting, maintenance of financial records, purchasing, assessing, town facilities, personnel administration, inventory control, and production of the annual town report. Carries out the orders and policies of the Board of Selectmen in accordance with all laws, rules, regulations, ordinances, policies, and procedures. Serves as the Board of Selectmen's liaison with Town department heads and employees and supervises all department heads and clerical staff and oversees the supervision of subordinates by department heads. Fosters effective working relationships with all Town boards, commissions, committees, and departments.

Please submit your cover letter, resume, and three professional references to:

Haverhill Board of Selectmen

2975 Dartmouth College Hwy | North Haverhill, NH 03774

or

selectboard@haverhill-nh.com

First review of applications will take place on July 1, 2024

www.haverhill-nh.com

