

MILTON, NH

TOWN ADMINISTRATOR

IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT

The *Ideal* Candidate for the position of Milton, NH Town Administrator will have:

- A Bachelor's degree in public administration or related field
- Five or more years of progressive municipal management experience
- The ability to provide leadership with a commitment to doing what's right
- Experience in human resources, financial management and strategic planning
- The ability to be a creative problem solver
- Strong written and verbal communication and interpersonal skills
- The ability to listen and to provide the highest level of customer service
- A demonstrated ability to provide unbiased guidance to the governing body
- Willingness to manage Town affairs in an open and transparent manner
- The ability to organize, inspire and manage people
- Strong public ethics, integrity, accountability and the ability to maintain confidentiality
- Demonstrated skills in working collaboratively and building consensus
- The ability to organize, follow up and accomplish directives from the Board of Selectmen

The ideal candidate must be willing to listen and develop a positive team approach. The Board of Selectmen, as the policy setters, will depend on the Town Administrator for knowledgeable, impartial guidance. The Board will also count on the Administrator to manage the day to day affairs of the Town in a fair, firm and consistent manner. He or she must take a leadership position that always serves the best interests of the town, and not be influenced by a "vocal minority " or internal stakeholders.

The new Town Administrator will need to earn the respect of the community. He or she must have a proven record of establishing positive internal as well as external relationships while holding her/himself and others to the highest standards of integrity and accountability. The Town Administrator must also be fully committed to the concept of transparency and openness in government, ensuring those concepts are practiced throughout the organization. He or she must be a professional manager that will ensure the highest level of customer service is provided to the community, while maintaining confidentiality on appropriate matters.

