

## **HANSON, MA**

### **TOWN ADMINISTRATOR**

#### **IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT**

##### **Hanson, MA - Town Administrator**

Hanson, MA (10,300 pop.), seeks a creative, proactive, community leader, committed to excellence in public service, to serve as its next Town Administrator. This fiscally stable community, with a rich history and hometown feel, is located just 27 miles from Boston with its world-class medical, educational, and cultural assets, yet just 30 miles from beautiful Cape Cod. Hanson is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents and business community.

Led by a five-member Board of Selectmen, and Open Town Meeting form of government, the Administrator is the chief administrative and operating officer of the Town and oversees a municipal operating budget of approx. \$27 million (including \$11.4 million for educational expenses) and 80 FTEs. The ideal candidate will have a Bachelor's degree and demonstrated experience in public administration or relevant field. Salary range to \$145,000 is commensurate with qualifications and professional experience. Hanson is an equal opportunity employer. For additional information related to the search, or Town and candidate profiles, contact Alan Gould, President, Municipal Resources, Inc. at 603-279-0352, x320.

**Deadline to Apply: 8 AM EST; Monday, September 30, 2019**

**Resume and cover letter, in confidence as PDF attachment**

**to: [recruitment@mrigov.com](mailto:recruitment@mrigov.com)**

This document is intended for use as a resource in the search for the next Town Administrator. The candidates are encouraged to do their own research and consider their "fit" for the position. Information about this position and the Town can be found by visiting the Town's website [www.hanson-ma.gov](http://www.hanson-ma.gov) and the MRI website [www.mrigov.com](http://www.mrigov.com)



## The Profile

The *Ideal* Candidate for the position of Hanson, MA Town Administrator will have:

A Bachelor's degree and demonstrated experience in public management or relevant, transferable experience

A proven record of thoughtful financial management and strategic capital planning

The ability to be creative and identify innovative solutions to complex municipal issues

Strong public speaking and presentation skills. Proficiency in the use of electronic media

Extensive knowledge of, and experience with collective bargaining and overall personnel management

The ability to "listen" and to provide the highest level of customer service

A proven record of nurturing a positive culture by supporting and empowering employees

Willingness to manage Town affairs in an open and transparent manner

The ability to lead, organize, inspire and manage people

Demonstrated skills in working collaboratively and building consensus with many disparate constituencies

A leader who can articulate a vision and work with elected and appointed officials to implement positive change in the community

## The Challenge

The successful candidate for the Hanson Town Administrator position 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 ethics, 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. Nurturing positive relationships throughout the community, listening to the various constituencies, and working with the Town's boards and committees will be a key to success. He or she must be unbiased, having the patience to seek and value input from all sides of an issue.



Given Hanson's high expectation for quality and responsive services, the Town Administrator is expected to lead, direct, mentor, and motivate a professional team that will consistently deliver these exemplary core community services. He or she must seek to identify and understand the vision of the community for its future and provide professional, technical, and management support to the elected officials in their effort to efficiently and effectively provide for the collective needs of those who live and work in the community. The ideal candidate must be able to anticipate and recognize potential problems, and then work with staff and other officials to develop solutions. The Board of Selectmen will depend on the Town Administrator to present unbiased information on important matters in a relevant, meaningful way that provides the appropriate perspective.

Hanson is served by a number of well-respected, long tenured department heads. It is important for the new Administrator to value these employees and maintain the positive working relationships that have already been established.

A number of senior management positions may become vacant due to retirements over the next few years, it will be crucial for the next Administrator to develop a succession plan for each department. In addition, he or she needs to have a proven record of recruiting, selecting and grooming a high-performance team.

Hanson is a very desirable community in which to live and raise a family. A significant part of the challenge facing the new Town Administrator will be to balance the costs of providing a high level of Town and education services at a sustainable tax rate. In order to achieve this he or she will need to help guide the Town in its desire to attract balanced economic development including "smart" commercial growth along Routes 27 and 58 and well planned residential units throughout Town in keeping with the desire to maintain the Town's heritage and quality of life. A unique challenge for the new Town Administrator will be helping to promote a vision for the area around the town's commuter access rail station on Main Street which can serve as a transportation-oriented district and provide significant economic stimulus for this entire area.

An important part of maintaining the quality of life in Hanson has been the Town's commitment to open space and recreational opportunities for its residents. A challenge for the next Administrator will be how to best utilize these important open space land assets including the 68-acre Camp Kiwanee site and the extensive trail/hiking systems on the site of the former Plymouth County Hospital.

As in many communities, maintaining and planning for future needs for the town's building assets will be a challenge going forward. The Town has been engaged in preliminary discussions about future building needs including possible expansions or new building options for the library, senior center and highway. The Town Administrator will be expected to manage these discussions while also developing a sustainable mechanism to fund needed annual maintenance requirements. The Town has building assets that are currently underutilized or in cold storage that will require thoughtful and community engaged discussions concerning the future use of these properties.



The Town is well served by the Whitman Hanson Regional School District. The Administrator must maintain the existing positive relationship with the School Superintendent and the District. Currently, there is concern about the regional assessment and the equity of that assessment for the Town. This issue will be one of the challenges for the new Administrator and the Selectmen.

The Town Administrator plays a significant role in negotiating and administering the Town's four collective bargaining agreements, which expire in June 2020. He or she must be an experienced and effective negotiator with demonstrated skill and success in managing and administering collective bargaining agreements while balancing the needs of the employees with the ability of the residents to pay.

Finally, the ideal candidate must possess outstanding verbal and written communication skills. It is imperative that the Town Administrator be able to communicate effectively with town leaders, staff, and the public. In order to do this, he or she will need to have a high level of community engagement. It is the Administrator's responsibility to keep the public informed, so he or she must be committed to operational transparency and possess the ability to communicate clearly and use social media to present Hanson's message. The Town Administrator must leverage emerging technologies and other creative ways to promote community involvement. "Customer service" is a high priority for this community, which means the successful candidate must place great value on listening and providing accurate information to all members of the community.

