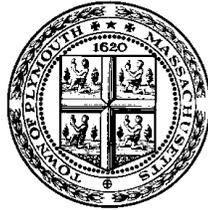


**Town of Plymouth  
Human Resources Office**  
11 Lincoln Street  
Plymouth, MA 02360



508-747-1620 ext. 101  
Fax 508-830-4140

**MARCH 9, 2015**

**JOB POSTING**

**TOWN OF PLYMOUTH  
ASSISTANT TOWN MANAGER**

The Town of Plymouth seeks qualified applicants for the position of **ASSISTANT TOWN MANAGER**. Administrative, technical and supervisory work in a variety of ongoing Town activities and projects; researches, analyzes and recommends changes in Town policies and serves as liaison and coordinator between Town officials, employees and citizens; all other related work as required.

Highly responsible work of a complex nature, requiring the exercise of independent judgment in providing professional guidance to a variety of departments, boards and committees concerning the development, implementation and administration of the policies, goals, regulations, and statutory requirements. Responsible for preparation and coordination of warrants for Town Meeting. Works closely in communicating to public. Provides direct supervision and guidance to assigned department heads; assists all department heads in any administrative or operational area. Prior experience in high level planning, economic development and public works projects highly desirable. Handles any complex complaints. Acts as representative of the Town Manager in negotiating with citizens, committees and boards and other outside public and private agencies.

Bachelor's Degree in public administration, business management or related field required. Master's Degree in public administration, business administration or related field preferred. Five years of experience in public sector or related field; municipal management experience strongly preferred.

Salary Range \$85,601.30 - \$105,073.43. This posting will close on Friday, March 27, 2015. Applications, to be submitted with a cover letter and resume, are available at [www.plymouth-ma.gov](http://www.plymouth-ma.gov) or in the Human Resources office, 11 Lincoln Street, Plymouth, MA 02360. AA/EOE