



Town of Littleton

Human Resources Department, Room 202

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EMPLOYMENT ANNOUNCEMENT Town Administrator

The Town of Littleton, Massachusetts is seeking an experienced, dynamic, community-focused leader to serve as its next Town Administrator. This attractive Town lies at the crossroads of Interstate 495 and Route 2, (pop. 9400) in Middlesex County and is 30 miles from Boston and 20 miles from Nashua. The Town boasts a strong school system, healthy finances with a AAA credit rating and a unique combination of New England farms and residential neighborhoods. The Town also features the first of its kind, mixed-use, destination development combining shops, restaurants, hotel, offices and entertainment facilities. Littleton is led by a 5 member Board of Selectmen and has an open town meeting form of government with a total budget of over \$50 million. The successful candidate will be rooted in strong personal and professional ethical standards, lead and inspire a talented and committed group of department managers and key personnel, be skilled in the application of Massachusetts General Law, and manage Town affairs in an open and transparent manner.

He/she will have a proven track record in strategic planning and economic development as Littleton has several projects in various stages of discussion or planning: Littleton Common Revitalization, Smart Sewer, and Library/Senior/Community/Town Department space needs. In addition, timely issues such as regional transit, senior and affordable housing, open space and recreation, cultural development and preservation of Littleton's history are all major elements of an active Master Plan.

The successful candidate should possess a Graduate Degree in public administration or related field and seven to ten years as a municipal administrator at the executive level. Thorough knowledge of public finance, budget and personnel management, collective bargaining, and intergovernmental relations is required. A competitive compensation package will be offered to the successful candidate and will be dependent upon experience and qualifications. Littleton offers an attractive set of benefits including BCBS health and county retirement plans. A full job description and additional information outlining the qualifications and experience identified as necessary and desirable of candidates for this position is available on the Town of Littleton's website at www.littletonma.org.

Please submit your letter of interest and resume electronically to HR@littletonma.org or to Ann Essman, 37 Shattuck Street, Littleton, MA 01460. This position is open until filled, with the first review of applications taking place Friday October 2, 2020. All applicants will be subject to a thorough background investigation and pre-employment physical including drug and alcohol testing. The Town of Littleton is an EOE.



JPM