

# Town Administrator

## Town of Colrain



*Griswold Memorial Library*

### THE COMMUNITY

Colrain is known for its small-town rural beauty, its abundant manufacturing and agricultural history, and its strong sense of community. Featuring five historic villages, woodlands, and open fields, Colrain is located 15 miles northwest of Greenfield and is within a pleasant commute to the Five College area. The vibrant downtowns of Shelburne Falls, Greenfield and Northampton, as well as Brattleboro, VT, are all a short drive away. The town's Griswold Memorial Library is connected to the regional library network; emergency services are provided by an independent association.

The town was first settled in 1735, incorporated in 1761, and celebrated its 250th anniversary in 2011.

Located in Franklin County on the Vermont border, the town is situated among the hilltowns of western Massachusetts. As of the 2020 U.S. census, the population is 1,606.



The Town of Colrain seeks a Town Administrator to serve as the Chief Administrative Officer of the town's general government, reporting to a three-member Select Board, with experience in local government operations, financial management, as well as grant writing and administration. The Town Administrator oversees the day-to-day operations of the town and is responsible for financial management, personnel management, project management, and inter-departmental communications.

### THE IDEAL CANDIDATE

The next Town Administrator will be:

- A source for all members of the Select Board for pertinent information, research, and on matters requiring board votes;
- An experienced leader who is able to strategically focus on development opportunities that diversify the tax base while respecting the town's rural character;
- An effective and experienced manager from an environment of similar complexity who has proven strong organizational and professional skills;
- An individual who is knowledgeable about municipal management best practices and has the ability to implement them;
- A leader who can work closely with state and federal officials to further the town's goals and priorities;
- A manager with exceptional financial acumen and a proven record of coordinating the building of a balanced budget that reflects needs while adhering to the town's financial policies and respecting its limited resources;
- An individual who has human resource and employee relations experience who respects and values the role of all employees;
- A collaborator who can work with independently elected boards and appointed committees to facilitate the development and implementation of a shared strategic vision for the community; and
- An outstanding communicator, both internally and externally, who listens to understand and considers all points of view and who embraces transparency.

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## THE GOVERNMENT

Colrain employs the open town meeting form of government and is led by a three-member Select Board. The town has its own police and on-call fire departments. Day-to-day administrative responsibilities of the Select Board are delegated to the Town Administrator with major policy decisions remaining with the board. Colrain does not have a charter, but is governed by a set of by-laws that are regularly updated. The Town Clerk and Moderator are elected.

Colrain is a Right-to-Farm community.

## FINANCIAL INFORMATION

### FY2024 BUDGET

Municipal Operating	\$ 1,908,562
Municipal Capital	\$ 418,237
Regional Assessments (including schools)	\$ 2,816,570
Broadband	
Enterprise Fund	\$ 745,737

**BOND RATING** AA-

### FY2024 Tax Base Breakdown

2024 Uniform Tax Rate	\$18.98
Residential	84.04%
Commercial	2.88%
Industrial	1.93%
Personal Property	11.14%

### FY2024 Revenue by Source

Tax Levy	\$ 4,012,665
State Aid (estimated)	\$ 426,218
Local Receipts (estimated)	\$ 311,770

### Reserve Balances

Free Cash	\$ 478,387
Retained Earnings	\$ 546,572
Stabilization Funds	\$ 1,230,902
OPEB Trust	\$ 321,845

## QUALIFICATIONS

Bachelor's degree in Political Science, Public Administration or a related field (master's degree preferred); minimum of five to seven (5-7) years experience; or any equivalent combination of education, training and experience. Relevant experience will be heavily weighted.

## SALARY AND BENEFITS

The successful candidate will receive a compensation package including health and retirement plans. The anticipated starting salary is between \$80,000 and \$95,000, depending upon qualifications and experience.

## APPLICATION AND SELECTION PROCESS

A full job description is available at <https://colrain-ma.gov>. For more information and to apply, please submit a cover letter and resume to Michael Shuipis at [Colrainapplication@gmail.com](mailto:Colrainapplication@gmail.com) by **March 30, 2024**.

Resume review will begin on March 30, 2024, with a proposed start date of June 15, 2024. A screening committee will review resumes after the deadline, conduct confidential preliminary interviews for selected candidates, and recommend candidates to the Select Board.

