

Job Opening Announcement — Town Administrator (New Ipswich, NH)

Town of New Ipswich, New Hampshire

Position Opening: Town Administrator

The Town of New Ipswich is seeking a knowledgeable, collaborative, and highly organized Town Administrator to serve as the chief administrative officer supporting the Select Board in the day-to-day management of town operations. The ideal candidate will be an effective communicator, an experienced municipal administrator, and a proactive manager who values community engagement and public service.

Key responsibilities include:

- Managing daily town operations and implementing Select Board policies
- Preparing and administering the annual budget
- Overseeing personnel, contracting, procurement, and compliance
- Supporting all municipal departments and assisting with long-term planning initiatives
- Managing Town Meeting preparation and ensuring statutory obligations are met
- Serving as the primary point of contact for residents, businesses, and partner agencies

This is a full-time exempt position offering a competitive salary up to the mid \$90's with a benefits package commensurate with experience.

Minimum Qualifications:

- Bachelor's degree in public administration, business, finance, or related field or equivalent education and experience.
- Three to five years of municipal management or relevant administrative experience
- Strong knowledge of New Hampshire municipal laws, budgeting, and governmental operations
- Excellent communication, problem-solving, and organizational skills

To apply, please submit a cover letter and résumé to:

New Ipswich Selectboard Office

c/o Jack Wozmak, Interim Town Administrator

661 Turnpike Road

New Ipswich, NH 03071

townadmin@newipswichnh.gov

Applications will be accepted until the position is filled. New Ipswich is an Equal Opportunity Employer.