

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 experienced municipal administrator with strong financial management skills, demonstrated budget leadership, and a track record of effectively overseeing complex municipal or organizational operations. Excellent communication skills, sound judgment, and a commitment to public service are essential.

Key Responsibilities:

- Lead and manage all financial operations, including preparation, administration, and monitoring of the annual municipal budget
- Conduct financial analysis, forecasting, and multi-year planning to support responsible and sustainable fiscal policy
- Oversee procurement, contracting, and compliance, ensuring adherence to municipal and state financial regulations
- Manage daily town operations and implement Select Board policies
- Support all municipal departments and assist with long-term financial and capital planning initiatives
- Oversee Town Meeting preparation, ensuring statutory obligations are met
- Serve as a primary point of contact for residents, businesses, and partner agencies, providing clear and transparent communication regarding municipal initiatives and finances

This is a full-time exempt position offering a competitive salary up to the mid-\$90s 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 progressively responsible financial administration experience

- Strong knowledge of New Hampshire municipal laws, budgeting practices, and governmental operations
- Exceptional communication, problem-solving, and organizational skills

To Apply:

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.