

ATKINSON, NH

TOWN ADMINISTRATOR

IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT

The *Ideal* Candidate for the position of Atkinson, NH Town Administrator will have:

Bachelor's Degree in Public Administration or related field;

Three plus years of progressively responsible administrative & supervisory experience, preferably in municipal/local government;

Proven record of positive financial management and strategic planning;

Demonstrated ability to organize workloads and coordinate the work of others toward common goals;

Willingness to administer Town affairs in an open and transparent manner;

Strong public ethics, integrity and accountability;

Experience with strategic financial planning & seeking alternative funding sources;

Ability to think "outside the box" and to provide innovative solutions;

Strong written and verbal communication and interpersonal skills;

At least some experience in Human Resources.

In order for Atkinson's next Town Administrator to be successful she/he will need to establish themselves as an open and honest facilitator and coordinator of the Town's administrative affairs. The Town Administrator should be a good verbal and written communicator that can explain needs with a direct presentation style so that stakeholders can make informed decisions.

Like most small New England towns, the Atkinson Town Administrator will be working in a town with numerous stakeholders and special interest constituencies. The Board of Selectmen will depend on the Town Administrator for unbiased input and information gathering. The Town Administrator will need to remain neutral and not be influenced by popular opinion or a "vocal minority". The Town Administrator must remember that his/her role is to research the various topics of interest, present information, and to provide input as necessary. The Board of Selectmen establishes policy, the department heads manage their departments and the Town Administrator provides administrative support and coordination.



Given its beautiful setting and location along the Massachusetts border, Atkinson has experienced tremendous growth in the last 40 years. The growth of the community continues at a significant pace which presents challenges to this traditional “small town” community. The successful candidate will help move the Town forward while acknowledging and respecting the past. With a proud history of volunteerism and limited professional staffing, striking the right balance between the services being provided and the cost of providing those services is absolutely critical. The Board will depend on the Town Administrator for careful oversight of finances, strategic thinking and to develop creative problem solving, and alternative funding sources for the Board’s consideration. Given this growth, the Town Administrator will have an important role in helping the Town to identify its vision for the future and assisting it in achieving that vision.

Finally, Atkinson is an “SB2” deliberative session/town meeting form of government in which all registered voters may participate. The challenge for the Town Administrator is to provide all voters, not just those attending the deliberative session, with the information necessary to make informed decisions at the polls. The Town Administrator must not only provide for transparency but must actively seek out ways to provide this critical information to all stakeholders across a variety of available platforms.

