

# TOWN OF SHERBORN, MA

## TOWN ADMINISTRATOR RECRUITMENT

### *Invitation to Qualified Candidates*

#### **INTRODUCTION**

Sherborn, MA (4,400 pop.), seeks a creative, proactive, municipal leader, committed to excellence in public service to serve as its next Town Administrator. This attractive community, although only 18 miles from Boston, has maintained its charming rural character and scenic beauty, and is unique in eastern Massachusetts with 48.5% of the land area in protected open space and more than five working farms. The Town is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents. Sherborn is led by a five-member Select Board and has an Open Town Meeting form of government. The Town Administrator is the Chief Administrative Officer as well as the Chief Procurement Officer and will oversee an FY 2023 municipal operating budget of \$31.1M including \$13.3M for town expenses and \$17.8M for school expenses. The Town Administrator also oversees Human Resources, IT, and all other Town departments, committees, commissions, boards, offices, and agencies within the direct jurisdiction of the Select Board.



The Town has a well-developed multi-year Capital Improvement Plan. Sherborn's finances are historically well managed and stable, as evidenced by its AAA bond rating. There are 32 full-time town employees, 33 part-time employees and 52 call members of the Fire & Rescue Department. In addition, there are well over 125 active resident volunteers who serve on the Town's Boards and Committees.

The ideal candidate will have a Bachelor's degree in an appropriate field; a Master's degree in Public Administration, Business Administration or related degree is preferred, as well as previous professional experience in public administration or management. Massachusetts Certified Public Purchasing Official (MCPPO), designation is preferred. Salary range is \$140,000 to \$170,000 commensurate with qualifications and professional experience. Sherborn is an equal opportunity employer. For additional information related to this search, please contact Alan Gould, President, Municipal Resources, Inc. at 603-279-0352 x 320.

**ADDITIONAL INFORMATION:** [www.mrigov.com/career](http://www.mrigov.com/career)

**DEADLINE: 8AM EST; Monday, May 16, 2022**

**Resume and cover letter, in confidence as PDF attachment to:** [recruitment@mrigov.com](mailto:recruitment@mrigov.com)

## TOWN ADMINISTRATOR – SHERBORN, MA

This document is intended for use as a resource in the search for the next Town Administrator. The candidates are encouraged to do their own research and consider their “fit” for the position. Information about this position and the Town can be found by visiting the Town’s website [www.sherbornma.org](http://www.sherbornma.org) and the MRI website [www.mrigov.com](http://www.mrigov.com)

### **THE PROFILE**

The *ideal* Candidate for the position of Sherborn, MA Town Administrator will have:

Bachelor’s degree and demonstrated experience in professional public management or relevant, transferable experience; Master’s degree in Public Administration, Business Administration or related degree preferred.

Skills and abilities to lead, organize, inspire and manage people at all levels of the organization.

Proven record of successful financial management, grant writing and strategic capital planning.

Experience with public purchasing (MCPPO Certificated) and public construction, and skilled in project management.

Ability to be creative and identify innovative solutions to complex municipal revenue and expenditure challenges.

Strong public speaking and presentation skills. Proficiency in the use of electronic media.

Extensive knowledge of, and experience with, collective bargaining, labor relations and personnel management.

Ability to listen and to provide the highest level of customer service.

Proven record of nurturing a positive culture by supporting, respecting and empowering employees and volunteers; avoids micro-managing departments.

Ability to manage Town business in an open and transparent manner.

Demonstrated skills in working collaboratively and building consensus with elected and appointed officials, volunteer members of boards and committees and staff.

Ability to articulate a vision for the future and work with elected and appointed officials, volunteer members of boards and committees to implement positive change in the community.

Appreciation for the rural character and small town charm of Sherborn and the agricultural heritage that is an important part of the Town’s history.

Experience in regional partnerships, inter-municipal agreements and collaborations with neighboring communities.

## **The Town**



The Town of Sherborn was settled in 1652, just a few short years after the Pilgrim's landed on Plymouth Rock, and incorporated as a Town by the General Court in 1674. This historic community is located in the western suburbs of Boston. Driving its scenic roads today and enjoying the beach at Farm Pond, one wouldn't know they are less than 20 miles from Boston. The climate and soil in the low lands and flood plains provided this region with well drained fertile farm lands. Over the years, the Town has

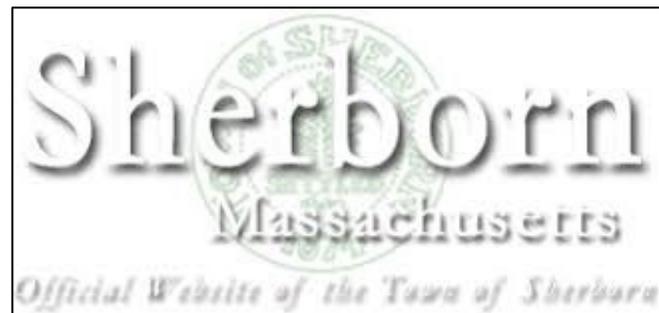
been known for growing apples, cranberries, mixed farming and dairy. In the 1890's Sherborn was recognized for its Champagne cider and was reputed to have the largest refined cider mill in the world!

This community has worked diligently to preserve its agricultural heritage and save the remaining family farms and recreational lands and waters. To that end, Sherborn has the distinction of having 48.5% of its land area in protected open space.

Today, Sherborn is a desirable suburban bedroom community surrounded by a thoughtful blend of farm land, protected open space and residential subdivisions. This community's quality of life has benefited from its location, its agricultural heritage and the economic engine provided by its proximity to Boston.

## **THE POSITION, CHALLENGES AND OPPORTUNITIES**

The successful candidate for the Town Administrator position must have a proven record of establishing positive internal, as well as external, relationships with stake holders while holding herself/himself and others to the highest standards of ethics, integrity and accountability. He or she must also be fully committed to the concept of transparency and openness in government, ensuring those concepts are practiced throughout the organization. Nurturing positive relationships throughout the community, listening to the various constituencies, and working with the Town's elected and appointed officials, volunteer board and committee members and staff will be a key to success. The new Administrator must be unbiased, having the patience to listen, to seek and to value input from all sides of an issue.



## TOWN ADMINISTRATOR – SHERBORN, MA

Given the Town's high expectation for quality and responsive services, the Town Administrator is expected to lead, direct, mentor, and motivate a professional team that will consistently deliver these exemplary core community services. He or she must seek to identify and understand the vision of the community for its future and provide professional, technical, and management support to the elected and appointed officials in their effort to efficiently and effectively provide for the collective needs of the Town. The ideal candidate must be able to anticipate and recognize potential problems, and then work with staff and others to develop solutions. The Select Board will depend on the Town Administrator to present unbiased information on important matters in a relevant, meaningful way that provides a well-rounded perspective.

Sherborn is governed by a five member Select Board, Open Town Meeting and Town Administrator form of government. The Town also has number of well-respected and active volunteers on over twenty boards and committees who work tirelessly on behalf of the community. It is important for the new Administrator to value these skilled volunteers and maintain a positive working relationship with them.



This Town is a very desirable community in which to live and to raise a family. The Town Administrator will need to help guide the Town in its desire to attract balanced economic development including "smart" commercial growth along Route 27, Main Street, (Main Street), affordable housing/Chapter 40B, and well planned residential homes throughout Town in keeping with the desire to maintain the Town's historic heritage and quality of life. An important part of maintaining this quality of life in Sherborn has been the Town's commitment to open space and recreational opportunities for its residents.

To the Town's credit, the Planning Board's Master Plan was adopted in 2019 and the Conservation Commission's Open Space and Recreation Plan was adopted in 2018, both of which have the support of community leaders. These two important documents are the blue print or action plan for the next Town Administrator.

The biggest challenge facing the new Town Administrator will be to continue to balance the costs of providing a high level of Town and educational services at a sustainable tax rate during this time of fiscal uncertainty. Well over 90% of the tax base comes from residential tax payers. Some residents say this is not sustainable for young families moving in and senior members of the community. The next Town Administrator will have to be skilled at budget analysis and at seeking out alternative revenue sources, grants, partnerships, regionalizing, etc.

## TOWN ADMINISTRATOR – SHERBORN, MA

The Annual Town Meeting recently approved \$31.1M for the FY 2023 Budget, the sum of \$13.3M is for Town operating expenses and \$17.8M is for educational operating expenses. In addition, Town Meeting approved \$1.5M for the FY 2023 Capital Improvement Plan. The Town's stabilization account is \$870K and the unassigned, undesignated fund balance, the town's "Free Cash," is \$2.6M. These reserves in these two funds show that the community has a long history of conservative budgeting for both revenues and expenditures. The Town's bond



rating agency, Standard & Poor's, recognized that Sherborn has followed the recommended conservative financial policies and practices expected of municipalities with strong financial management and, as a result, S&P Global awarded the Town their highest investment grade rating, AAA/Stable.

The Dover-Sherborn Regional School Committee recently appointed a new Superintendent of Schools who will start in July. Given the fact that the educational expenses for the middle and high school represent over 50% on the total Town Budget, it is very important for the new Town Administrator and the new Superintendent to have a good and productive working relationship.

The new Town Administrator needs to be aware that there is an important blue print for continuous improvement for the Select Board and the new administration. In the 2018 the Town Moderator formed the Governance Task Force II, "to recommend changes to Town governance after both considering the recommendations in the DOR and Collins reports and exploring the structure of towns in eastern Massachusetts." The Committee met for over a year and issued their Report to the Town. Some of their recommendations were approved and continue to be adjusted based on the needs of the Town going forward.

Finally, the ideal candidate must possess outstanding verbal and written communication skills. It is imperative that the Town Administrator be able to communicate effectively with town leaders, volunteers, staff and the public. In order to do this, he or she will need to have a high level of visible community engagement. It is the Administrator's responsibility to keep the public informed, so he or she must be committed to operational transparency and possess the ability to communicate clearly and use social media to present the Town's message. The Town Administrator must leverage emerging technologies and other creative ways to promote community involvement.

### LINKS OF INTEREST

- [Master Plan '19](#)
- [Open Space and Recreation Plan '18](#)
- [Affordable Housing Information/ Land Development](#)
- [Sherborn Governance Task Force II '19](#)