

Town Administrator
Weston, CT

Town of Weston, CT invites interested candidates to submit application for the position of Town Administrator (incumbent retiring after 15 years). Weston is an affluent, residential community 50 miles north of New York City noted for its blue ribbon schools, its extensive open space, and active community participation on its various boards and committees. Position serves a population of 10,200 with an annual operating budget of \$12.4 million (plus capital and debt service), and 70 employees (FTE).

The Town Administrator is appointed by the three-member Board of Selectmen, and works at the direction of the First Selectman. By Town Charter, the First Selectman is the Town's Chief Executive and Administrative Officer. The Administrator is responsible for managing the Town's employees, and exercises considerable independent judgement and initiative in the areas of budget preparation, risk management, facility management, human resources and labor relations. Works closely with several Town boards and committees including: Board of Finance, Insurance Advisory Committee, Building Committee, Capital Advisory Committee, and others.

The successful candidate must have a thorough knowledge of municipal administration, budgeting and financial management. BA in Public Administration or related field and 10 years of appropriate experience is desired. MA preferred, which may also substitute for some experience. Experience in a leadership position and a record of accomplishments are desired. Excellent verbal, written, and presentation skills are essential. Starting pay range of \$120,000-\$130,000 is augmented with a benefits package.

Full position description and additional Town information is available at www.westonct.gov.

Resume review will begin August 15th. Please submit cover letter and resume to:
The Office of the First Selectman, Town Hall, 56 Norfield Road, Weston, CT 06883,
or electronically to rderene@westonct.gov.