

TOWN OF DARTMOUTH, MASSACHUSETTS

TOWN ADMINISTRATOR

The Town of Dartmouth seeks a Town Administrator to serve as the chief administrative officer under the direction of a five-member Select Board. The Town Administrator is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under the position's direction and control. The Town Administrator provides policy advice to the Select Board and is responsible for managing the day-to-day operations of the Town.

COMMUNITY

Dartmouth is a coastal community and home to the University of Massachusetts Dartmouth, a four-year institution with numerous colleges of study and the Southern New England School of Law. The commercial district of the Town comprises of a good cross section of local and nationally recognized businesses and serves as a regional shopping area. The Town of Dartmouth holds a diversity of activity and environments for its residents and visitors. The coastal environment to the south is bordered by a significant number of large agricultural farms that have land rolling to the ocean's edge. The coastline has several Town and State beaches for public recreation. Significant efforts have been undertaken to preserve its rural and agricultural character. The northern portion of Town contains the Town Forest and other significant landholdings. Dartmouth has multiple Industrial Parks serviced by municipal water, sewer and gas all at a tax rate that is one of the lowest in Massachusetts.

The Town of Dartmouth is located in Southeastern Massachusetts in the County of Bristol. It is bordered by Fall River and Freetown to the north, New Bedford to the east, Westport to the west and the Atlantic Ocean to the south. Dartmouth is approximately 60 miles south of Boston and 30 miles east of Providence. The Town comprises of a land mass of sixty-four square miles making it the fifth-largest Town in the Commonwealth of Massachusetts. According to the 2020 Census the population is 33,783. It consists of a scenic coastline that borders Buzzard's Bay and numerous coastal estuaries including the Slocum River, Little River, Apponagansett River and Clark's Cove. The northern part of Town is a historic rural environment comprised of scenic forest lands, with residential homes nestled within the area.

GOVERNMENT

The current Town Charter was adopted in February 2000 and has a Representative Town Meeting. The governance is five member elected Select Board and a Town Meeting comprised of 390 elected Town Meeting Members across 9 precincts. The elected Town Moderator presides over the Town Meetings and appoints a Finance Committee. The Town's school system is governed by an elected School Committee that appoints a School Superintendent. The Town's school system has one high school, one middle school, and four elementary schools. High school students may also choose to attend the Greater New Bedford Regional Vocational Technical high school.



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CHALLENGES AND OPPORTUNITIES

The Board is looking for a Town Administrator who will facilitate several projects and priorities which include:

- Evaluating, identifying, and prioritizing needs, and forge town-wide financial strategies. Immediate and multi-year plans that consider the Town’s limited revenue sources and critical services will need to be made. Providing professional guidance and information to stakeholders will be key.
- Participating in and with the community and representing the Town by being visible, engaged in Town civic and cultural organizations and be approachable while serving as a voice and face for the Town.
- Playing an active role in managing the Town’s important relationship with the key state government actors that drive regional economic and transportation policy decisions.
- Working with all town leaders to educate the public regarding the long-term need to improve the general fiscal position of the town with a focus on capital improvement projects to address upgrades to the water and sewer facilities, a recreational center and school and municipal buildings.
- Helping the Town navigate the issues of climate change and addressing the water treatment and outflow issues which are exacerbating the need for capital improvements.
- Focusing on the Town’s human capital by building on efforts to recruit, retain, diversify the workforce in recognition for the need for sharing, documenting, and transferring of knowledge with an approach to succession planning.
- Working with key staff to provide improved customer service and ease interacting with departments, such as zoning, building and other inspectional and enforcement processes.
- Communicating across and within the organization, community and stakeholders to bring stakeholders together in a transparent way to achieve the goals of the Town.



FINANCIAL INFORMATION

FY 2024 BUDGET	
Municipal	\$47,186,652
School	\$53,156,839
Vocational School	\$6,310,000
Enterprise	\$15,146,178
Community Preserv.	\$448,000
Capital & Chapter 90	\$3,304,100

2024 Tax Base Breakdown	
2024 Uniform Tax Rate	\$9.48
Residential	86.09%
Commercial	8.87%
Industrial	1.31%
Personal Property	3.74%
Bond Rating	AAA

2024 Budgeted Revenue by Source	
Tax Levy	\$73,478,143
State Aid	\$15,519,051
Local Receipts	\$11,492,318
Bonding	\$928,039
Other Funds & Transfers	\$3,165,961
Chapter 90	\$1,244,911
Free Cash & Stabilization	\$2,304,100

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THE IDEAL CANDIDATE

The Town is seeking the right person for the job. In developing the “ideal” candidate, the Board has developed the following characteristics. The next Town Administrator will be:

- An experienced municipal executive, who has had success bringing people together to effectively share ideas and deepen working relationships and has managed successful partnerships between municipalities, governmental and business entities.
- A manager with exceptional financial acumen and a proven record of building balanced budgets and developing diverse funding sources.
- A leader who builds relationships and works with stakeholders to develop investment and collaboration and is present in the Town and with its community, personally engaging with employees and residents.
- A skilled negotiator who has human resources, labor and employee relations, and collective bargaining experience who respects and values the role of employees and encourages their development.
- A collaborative partner for community groups, boards, and committees who values resident participation and respects different viewpoints.
- A team builder who will bring departments together, build trust, break down department and division walls to further the mission of the Town.
- A strategic thinker who will use the Town’s Master Plan as a tool to guide short- and long-term priorities.
- A communicator who will keep elected officials comprehensively informed in an impartial manner while remaining appropriately detached from the legislative process and ensuring staff maintain a similar impartiality and detachment.

DIVERSITY

The Town seeks to be an employer of choice and values diversity in employees and perspectives and encourages applications from all qualified and interested in becoming part of the Dartmouth team. The Town is an Equal Opportunity Employer.

SALARY AND BENEFITS

The Town will negotiate an attractive employment agreement that will include benefits, leave and retirement. The starting salary is anticipated to be \$205,000 +/- which is the salary of the most recent incumbent, who had six years of experience in the position and previous experience in municipal government.

QUALIFICATIONS

A bachelor’s degree in public administration or a related field (Master’s preferred) and 5 years of municipal leadership and management experience; or any equivalent combination of education, training, certification and related experience.



APPLICATION PROCESS

Please submit a cover letter and resume in a combined PDF file title “LAST NAME – DARTMOUTH” to the Collins Center recruitment email recruitment.umb@gmail.com. The review of resumes begins immediately, and preference will be given to those received prior to October 25, 2024. Please reach out to Mary Flanders Aicardi at 508-215-8992 with any questions.