

TOWN OF WASHINGTON

Town Administrator

The Town of Washington is seeking qualified applicants for the position of Town Administrator. This is a part-time (20 hours per week) position. Applicants must possess the advanced knowledge, skills, ability, and progressive experience necessary to serve as the Town's chief administrative officer. The ideal candidate should have excellent financial, communication, and management skills, grant writing and administration experience, and a public service orientation. Requirements include a bachelor's degree in public administration, a related discipline, three (3) years of progressively responsible experience, or any equivalent combination of education and experience. The salary is negotiable to a maximum of \$40,000 annually. See <https://www.washington-ma.gov/about-washington/pages/job-opportunities> for a full job description. Email a letter of interest and resume to info@berkshireplanning.org with the phrase Washington Town Administrator in the subject line. No telephone calls. Applicant screening will begin immediately. The position will remain open until it is filled.