



# TOWN ADMINISTRATOR

The Town of Jamestown, RI (5,400 pop.), is seeking an experienced, professional, local government leader to serve as its next Town Administrator. This highly desirable island community (9 sq. mi.) is located in the lower Narragansett Bay and on Block Island Sound. Its many assets include a vibrant village center, active waterfront, scenic coastal features as well as pastoral agricultural landscapes, and an energetic and involved citizenry. The island lies across the Bay from the world-renowned Newport, RI and just 30 miles south of Providence. Jamestown is fiscally sound, has an excellent K-8 school system, and offers a high quality of life. The Home Rule Charter (available on the Town website) stipulates the duties and responsibilities of the elected five-member Town Council and the appointed Town Administrator. The annual budget is approximately \$28.2 M (Town \$12.3 M; school \$15.9M). The town employs 57 FT; 23 PT; and 35 seasonal employees. The successful candidate will have demonstrated experience and/or knowledge in local government operations, budgeting and finance, labor relations, and creative community-based public process problem solving. Strong interpersonal, written, and verbal skills are essential. Qualifications include: Minimum of a BA/BS in a public administration or related field. Advanced degree preferred. At least 5 years of progressive municipal management and leadership experience. Starting salary is \$120,000 or commensurate with qualifications and experience. Jamestown is an equal opportunity employer. Additional information available at: [www.jamestownri.gov](http://www.jamestownri.gov).

## **How to Apply:**

Please mail resume to Town Administrator Search, Town of Jamestown, 93 Narragansett Avenue, Jamestown, RI 02835 by noon on January 23, 2023 or email resume to [aflath@Jamestownri.net](mailto:aflath@Jamestownri.net). NOTE: All applications received by the Town shall be forwarded to the Jamestown Town Council for review and action, subject to and in accordance with the relevant requirements of the RI Open Meetings Act. In addition, all applications and supporting documents received by the Town shall be subject to the relevant requirements of the RI Access to Public Records Act.