



Job Advertisement

ASSISTANT TOWN MANAGER TOWN MANAGER'S OFFICE Town of Bedford

The Town of Bedford (pop. 13,995) is looking for an energetic and team-oriented individual interested in a municipal management career to join its progressive management team as Assistant Town Manager. This full-time position reports to the Town Manager. Duties include, but are not limited to: staffing citizen committees, capital budgeting, procurement, assisting with collective bargaining, affordable housing program oversight, and performing related local government professional and administrative functions and duties.

Minimum requirements include a Masters in Public Administration, Political Science, Business Administration or related field and at least five (5) years of exempt-level experience in local government management or any equivalent combination of education and experience. Strong preference will be given for previous relevant municipal experience.

The expected entry salary range for this position is \$84,480 to \$102,553 depending on experience and education. The maximum of the salary range is \$120,384. The Town of Bedford offers a comprehensive benefits package.

Application for employment may be downloaded at:
www.bedfordma.gov/employment. **The Town of Bedford Job Application is required for all applicants, regardless of whether a resume is submitted.**

Please send resume, application, and letter of interest to:

**Town of Bedford
Attn: Town Manager
10 Mudge Way
Bedford, MA 01730
or fax to (781) 275-6310**

Applications received by September 8, 2015 will receive preference.

The Town of Bedford is an Affirmative Action / Equal Employment Opportunity Employer.