

THE TOWN OF CARVER, MA

TOWN ADMINISTRATOR RECRUITMENT

Invitation to Qualified Candidates

INTRODUCTION

Carver, MA (11,645 pop.), seeks a creative, proactive, community leader, committed to excellence in public service, to serve as its next Town Administrator. This fiscally stable community, with a rich agricultural history and hometown feel, is located approximately 45 miles from Boston and just minutes away from some of the most beautiful beaches in the United States. Carver is recognized for its excellent schools, quality of life, and for providing exemplary services to its residents and business community.



Led by a five-member Select Board, and Open Town Meeting form of government, the Town Administrator is the Administrative Officer and the Chief Procurement Officer for the Town and oversees the operations of the Town's general government. The Town's operating budget for FY-22 is approx. \$42 million (including \$24 million for educational expenses) and there are 338 full-time and 366 part-time town and school department employees. The Town finances have been conservatively managed as evidenced by AA bond rating.

The ideal candidate will have a master's degree in public or business administration and a minimum of three years of experience in a senior management role in municipal administration or similar organization or a bachelor's degree in public or business administration and a minimum of five years of experience in a senior management role in municipal administration or similar organization. For additional information related to the Town Administrator position, including exact qualifications, please see Chapter 3 of the [Town of Carver Bylaws](#).

Salary range of \$150+/- will be commensurate with qualifications and professional experience. Carver is an affirmative action and equal opportunity employer. For additional information related to the search, or Town and candidate profile, contact Alan Gould, President, Municipal Resources, Inc. at 603-279-0352, x320.

DEADLINE: 9AM EST; Monday, March 21, 2022

Resume and cover letter, in confidence as PDF attachment to: recruitment@mrigov.com

TOWN ADMINISTRATOR – TOWN OF CARVER, MA

This document is intended for use as a resource in the search for the next Town Administrator. The candidates are encouraged to do their own research and consider their “fit” for the position. Information about this position and the Town can be found by visiting the Town’s website www.carverma.gov and the MRI website www.mrigov.com/career.

The Profile

The *Ideal* Candidate for the position of Carver, MA Town Administrator will have:

Master’s degree in Public Administration or Business Administration and at least three years of prior full-time compensated executive experience in public or business administration or five years or more of such professional experience and a Bachelor’s degree.

Proven record of successful municipal financial experience in budgeting, capital improvement planning, debt management, grant writing/administration, and public procurement.

The highest ethical standards both personally and professionally.

Ability to be creative leader and identify innovative solutions to complex municipal revenue and expenditure challenges.

Strong public speaking, writing and presentation skills. Proficiency in the use of electronic media.

Extensive knowledge of and experience with collective bargaining, labor relations and personnel management.

Appreciation for the rural character of Carver and the agricultural heritage that supports the important cranberry industry.

Ability to “listen” and to provide the highest level of professional recommendations and options to elected and appointed Town officials. Understand and support the essential role of volunteers in local government operations.

An administrator who leads by example and with a proven record of nurturing a positive culture in Town offices by supporting, respecting and empowering employees while avoiding “micro-managing” departments.

Ability to manage Town business in an open, fair and transparent manner. Skill and ability to lead, organize, inspire and manage people at all levels of the organization.

Demonstrated skills in working collaboratively and building consensus with many and sometimes conflicting constituencies. Be accessible to all residents and be willing to reach out and solicit input from the entire community.

Experience with municipal economic development, land use planning/transportation and large private development projects in the community.

TOWN ADMINISTRATOR – TOWN OF CARVER, MA

The Town of Carver

The next Carver Town Administrator will need to be a strong municipal leader with good communication and people skills who will be able to gain the respect of and work well with elected and appointed officials, employees, volunteers, residents, business leaders and community organizations. It will be critically important that he or she demonstrate the ability to work with diverse groups, acknowledge and respect divergent views and communicate openly while remaining transparent and apolitical. The skill and ability to facilitate honest and respectful dialogue between various factions when dealing with controversial or volatile community issues is seen as essential. Transparency and openness of government must be a priority for the next Town Administrator.



The residents of Carver are proud of their Town's rural charm and agricultural history. Today, it's a residential community with beautiful neighborhoods, lakes, forests and scenic cranberry bogs. Families are attracted to Carver because their schools are among the best in southeastern Massachusetts. Cranberry farming and processing are still as important industries today as they were a hundred years ago. In fact, at one time Carver was called "Cranberry Land USA". This community is not only known for its colorful cranberry harvest, it also has two popular tourist and family destinations, the Edaville Railroad, a narrow-gauge railroad attraction and King Richard's Faire, a re-creation of a 16th century English fair.



Carver is a very desirable and affordable community in which to live and raise a family. A significant part of the challenge facing the new Town Administrator will be to balance the cost to continue providing a high level of Town and education services at a sustainable tax rate during this time of fiscal uncertainty. The largest share of real estate tax base comes from the residential sector and the remaining from limited commercial, industrial and personal property taxes.

Carver has a long tradition of strong financial planning and fiscally conservative budgeting of both revenues and expenditures. The FY '22 budget is \$42M of which \$ 24M is for education. Standard & Poor's assigned Carver with its AA bond rating and stable outlook. This is a noteworthy achievement for a municipality of 11,645 residents that relies on residential taxes and only has a limited commercial

TOWN ADMINISTRATOR – TOWN OF CARVER, MA

and industrial tax base. S&P recognizes that the Town has a history of healthy financial planning, conservative management, low debt burden and manageable pension and OPEB obligations. In fact, the Town's Free Cash was certified at \$1.4M, and has been averaging around \$1M annually. The Town has outstanding reserves: Undesignated Fund Balance of \$3.35M, Stabilization Account of \$3.7M and a Capital Reserve Account of \$450,000. In addition, there is a Capital and Debt Stabilization Account of \$457,000 and a Community Preservation Account balance of \$2M. To its credit, the Town has an OPEB Trust Fund balance of \$2.2M. The Town is a member of the Gateway Health Group with several other public entities and has experienced minimal health insurance increases over the past few years without using health insurance reserves.



The Town Departments are well managed with seasoned Department Heads. The next Administrator will have to develop succession plans as key employees retire in the years ahead. The Fire Department operates with four full-time employees and over 80 Call Fire Fighters out of three stations. The Emergency Medical Services provide para-med ambulance services with two full-time employees and per-diem Para-Medics and EMTs that run with two ambulances.

The Town Administrator plays a significant role in negotiating and administering the Town's four labor collective bargaining agreements. The Administrator must be an experienced and effective negotiator with demonstrated skill and success in managing and administering collective bargaining agreements and labor relations while balancing the needs of the employees with the ability of the residents to pay.

Economic development will be important for the next Administrator as the municipality looks at ways to broaden the over-all tax base and provide relief to the residential tax payers. Currently, there are two economic development projects being proposed that will have major impacts on the community and will add to the tax base. The North Carver Project, located in the North Carver Green Business Commercial Development District off Routes 44 and 58, is the location of a proposed large warehousing and commercial distribution operation on 245 acres of developable land.



TOWN ADMINISTRATOR – TOWN OF CARVER, MA

The second is the Cranberry Point project, a proposal to build a 150MW/300 MWh lithium-ion battery storage facility on six acres of land off Main Street. The new Town Administrator will need to be skilled in economic development as these will be on the agenda as he or she takes office.

Finally, the ideal candidate must possess outstanding verbal and written communication skills. It is imperative that the Town Administrator be able to communicate effectively with town leaders, staff, volunteers and the public. This skill is especially important in maintaining and improving upon the strong, positive working relationships that developed over the last few years between the School Superintendent and the Town Administrator. In order to do this, the Administrator will need to have a high level of community engagement. It is the Administrator's responsibility to keep the public informed and they must be committed to operational transparency and possess the ability to communicate clearly and use social media to present Carver's message. The Town Administrator must leverage emerging technologies and other creative ways to promote community involvement. "Customer service" is a high priority, which means the successful candidate must place great value on listening and providing accurate information to all members of the community.

