



TOWN *of* FOXBOROUGH, MA

Assistant Town Manager

The Town of Foxborough, MA (population 16,865) has a challenging and exciting opportunity for an Assistant Town Manager. The selected individual will be responsible for assisting the Town Manager with the general administration of the town's general government operations and will serve as the Acting Town Manager in the Town Manager's absence. More specifically, this individual will be responsible for implementing the town's HR policies, procedures and systems in support of the strategic objectives as established by the Town Manager and the Board of Selectmen. This position will assist with planning and directing the town's management staff for the operating departments. It will include management of town wide employment and selection efforts; serving as a member of the town's collective bargaining team, including significant involvement with arbitration and grievance proceedings. Prepares cost analysis of the team's various negotiation alternatives.

The individual manages the Town's Health, Life, Compensation and Worker's Compensation programs along with the Property, Casualty and Indemnity insurance programs; assists the Town Manager and Finance Director in preparing

the annual operating budget, and helps to define expenditure controls; establishes training objectives relative to programs to be offered, develops and implements internally driven programs; insures the town is in full compliance with all federal, state and local regulations; mediates and resolves complex and sensitive employee relations issues and includes other related duties as needed. Assists the Town Manager's Office with respect to constituent services and enhancing the relationships between Town boards, committees and residents.

The successful candidate will possess a bachelor's degree in public administration, government, political science or a related field with five years of progressively responsible experience in municipal government, management, human resources management or; an Associate's Degree with 10 years of progressively responsible experience in municipal government, management or human resource management; or an equivalent combination of education and experience. Knowledge of all federal, state and local regulations relating to municipal management along with experience in risk management is also a significant consideration. The salary range for this position is \$95,181 to \$118,872

INTERESTED CANDIDATES SHOULD FORWARD THEIR RESUME TO THE:

Town Manager's Office

Town of Foxborough | 40 South St. Foxborough, MA 02035

or via email to: bkeegan@town.foxborough.ma.us | Attn: Assistant Town Manager Search

Deadline to apply: July 30, 2014 | The Town of Foxborough is an EEO/AA employer.