

ATKINSON, NH

ASSISTANT TOWN ADMINISTRATOR/ASSESSING ASSISTANT

The Town of Atkinson, New Hampshire (population approx. 6800) is seeking a candidate to serve as its next Assistant Town Administrator/Assessing Assistant. Although primarily a bedroom community, the Town does have a mix of small business and light industry. With an SB2 town meeting form of government and a 5-member Board of Selectmen, the Assistant Town Administrator/Assessing Assistant assists the Town Administrator in coordinating the administration of Town departments with an operating budget over \$5 million. This position is responsible for coordinating the work of the contracted Assessor with the Selectmen, Town Departments & residents. The Town has an excellent reputation for being responsive and providing a high level of services to its residents.

The successful candidate should have experience with municipal government, understand local government and have excellent communication and "people skills". Bachelor's Degree in Public Administration or related field, 5 years work experience in municipal government; or an equivalent combination of experience and education, i. e., Master of Public Administration & less experience, which demonstrates an ability to be successful in the position. Starting salary commensurate with qualifications. Atkinson is an equal opportunity employer. For additional information related to the position, please contact the Town Administrator at 603-362-1060.

Resume and cover letter in confidence as PDF attachment to: townadmin@atkinson-nh.gov

ADDITIONAL INFORMATION: townadmin@atkinson-nh.gov

DEADLINE: September 20, 2019 at 4PM EST