

Town Administrator

Job Status

Open - open and accepting applications

[Back to Job Openings](#)

The Town of Hardwick (pop. 2,667) seeks qualified applicants for the position of Town Administrator. The Town Administrator serves as the town’s Chief Administrative Officer, in accordance with the town by-laws, serves as a resource to the Select Board in policy development, helps prepare and monitor the town’s budget, and administers municipal departments. Bachelor’s degree in public administration, business administration or equivalent relevant experience working in public sector administrative experience is required. Annual salary range is +/- \$80,000.00 DOQ. Compensation will be based upon experience and qualifications. Send cover letter and resume electronically by 3:00 p.m. May 3, 2024 to selectboard [at] townofhardwick.com (). A copy of the current job description can be viewed and additional information about Hardwick can be found below.

Supporting Documents

Town Administrator Job Description 162.82 KB

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