



Town of Montague, MA

Assistant Town Administrator

The **Town of Montague** (Pop 8,580) is a dynamic community comprised of five villages nestled along the Connecticut River in the upper Pioneer Valley of Western Massachusetts. The Town's landscape is a combination of rolling hills, fertile farmlands, historic mills, and distinct residential villages. Montague offers exemplary recreational opportunities which include cycling the Canalside Rail Trail, exploring the Montague Sandplains, floating along the Connecticut River, or perusing the shops and restaurants. The Town takes pride in its lively arts community and convenient access to the cultural resources of the "Five College Area."

Montague has an S&P Global Bond Rating of AA and stable finances. The Town is led by a three-member Selectboard with a Town Administrator overseeing daily municipal operations, has a representative Town Meeting, and a total budget of approximately \$26 million.

the Town of Montague seeks an experienced executive or upper-level manager who is eager to help lead the Town as its Assistant Town Administrator (ATA).



Downtown Turners Falls

Annual Salary starts at \$91,770. The successful candidate will receive an attractive compensation package including health and retirement plans and paid time off. Regular work week is Monday through Thursday, 37.5 hours/week, with evening and Friday work as may be required. The Town of Montague is an Equal Opportunity Employer.

Government

Montague has a Selectboard-Town Administrator form of government, with representative Town Meeting. The Selectboard is directly responsible for the management of all departments under its jurisdiction including the Police, Highway, Planning & Conservation, Accountant, Building, Clerk, Council on Aging, Treasurer/Collector and Clean Water Facility. The Selectboard's Office also supports and maintains close engagement with the efforts of all other departments, boards, and commissions. Montague is in the Gill-Montague Regional School District. Montague has separate special districts for fire and water services.

In its executive capacity, the Selectboard is responsible for making policy and for the development of programs, projects and procedures by which to implement these policies, including those in the areas of public works, public safety, economic development, financial management, and personnel management. The Selectboard Office is staffed by a Town Administrator, ATA, Executive Secretary, and a part time Administrative Assistant.

Resources

[FY24 Budget](#)

[Capital Plan](#)

[2022 Annual Report](#)

[Comprehensive Plan](#)

[Canal District Master Plan](#)

The Position

Under the general direction of the Town Administrator, the ATA supports the professional management of the Town, including the planning, management, and administration of a broad array of programs and initiatives. Core activities will regularly include the development of strategic plans, grant-making, grant and contract management, procurement, hiring and management of vendors and contractors, and administrative process management; as well as inter-departmental coordination and management of assigned special projects and departments.



One of the key functions of the position is to lead development and execution of the Town's Capital Planning efforts. As the incumbent ATA is transitioning to the Town Administrator's role, there will be considerable opportunity to transfer knowledge and shape the position based on the skillset that the ATA candidate offers.

Economic/Community Development

Montague is the second largest community in rural Franklin County and is a principal economic and employment center for the region. Several major employers reside in and around the Airport Industrial Park. Electric utilities have a large presence in Montague. The Town hosts the largest hydro generation facility in Massachusetts, four large scale solar arrays, and substantial electric grid infrastructure. Montague has a significant share of the region's rental housing stock and the Town is actively working to preserve affordability its residents. Montague is actively redeveloping its Canal District riverfront and the former Farren Hospital Site. The Town hosts a municipal airport, a municipal theater, three branch libraries and five public parks. Significant capital planning efforts are also underway to modernize the town's sewer system, main library, and elementary school.

Finances

Montague is financially stable and has an S&P Global rating of AA. The Town has an annual budget of approximately \$26 million. The total assessed value of Montague properties exceeds \$1 billion. The average single-family home value is \$258,822. In FY24 the Town had \$376,000 in new growth and \$1.2M in excess levy capacity.

For priority review, please submit resume and cover letter (one single .pdf) by April 18, 2024 to:

Wendy Bogusz, Selectboard Executive Assistant
Town of Montague
WendyB@montague-ma.gov
EEO/AA Employer
www.montague-ma.gov

Ideal Candidate

Bachelor's degree in Government, Political Science, Communication, Planning, Public Administration or Public Policy, or a related field

MCCPO Designation preferred

Five or more years of experience in executive or upper-level management, preferably in a municipal setting.

In-depth knowledge of municipal operations

Demonstrated ability to secure and administer state and federal grants to help fund critical Town projects.

Superior skills in communications and citizen engagement

Working knowledge of Massachusetts public procurement, public records, open meeting, and ethics laws.

Ability to establish and maintain effective working relationships with employees, board members, town officials, and the general public.

Valid Driver's license.