

Town Manager

Town of Sebago, Maine

The Town of Sebago, Maine with a year round population of 1,719 is seeking resumes for the position of Town Manager. Located 33 miles from the City of Portland to the east and 32 miles from North Conway, NH to the west, Sebago and the neighboring towns of the Sebago Lake region offer a wide range of exceptional scenic, outdoor recreational resources, together with affordable, quality housing choices in a traditional New England small town environment.

Sebago is governed through a Town Meeting - Board of Selectmen - Town Manager form of government as prescribed under Maine State Statute. The Town Manager is appointed by the five member Board of Selectmen and serves as the Chief Administrative Officer of the Town. Town offices are open four days per week and with seven full-time, and 30+ part-time employees the annual budget of the Town is \$1.9 million, excluding schools and County tax. The current Manager has served ten years in the position and will be retiring.

Desired qualifications for the Town Manager position are summarized as follows:

- Minimum of 5 years management experience, preferably in municipal government with Town Meeting - Board of Selectmen a plus.
- Bachelors degree or higher, preferably in Public or Business Administration or closely related field.
- Demonstrated ability to work effectively with elected officials, employees and citizens.
- Solid communication skills: listening, speaking and writing.
- Proven managerial, human resources and collaborative leadership skills.
- Solid financial management, analytical and budgeting skills.
- Knowledge & experience with Information systems and technology.
- Familiarity and working knowledge of planning concepts, regulations, codes and development/conservation issues.

- Grant writing and grants management experience.

Salary and benefits are negotiable based on experience and consideration of the Town's budget. Applications accepted via Hard Copy and/or Electronically by submitting cover letter, resume and at least three (3) job related references no later than January 11, 2017 to:

Sebago Town Manager Search
Attn: Neal Allen, Search Consultant
Sebago Town Office
406 Bridgton Road
Sebago, ME 04029

Electronically: Pdf all documents to: clerk@townofsebago.org using subject line: Town Manager Search

Questions may be directed to Neal Allen at:
207-233-0688 Call or Text using Town Manager Search as the subject line

The Town of Sebago is an equal opportunity employer.