

**TOWN OF TIVERTON, RHODE ISLAND
EMPLOYMENT OPPORTUNITY
Town Administrator**

Starting Salary: \$110,000.00 based on qualifications and experience



Summary:

The Town of Tiverton is seeking a Town Administrator. The Town of Tiverton is a farm coast community with a population of 16,359 citizens and growing. The town operates with a combined municipal and school department budget of over 60 million dollars. The Town employs over one hundred municipal employees. The Town Administrator shall be responsible to the seven-member Town Council for the administration and management of the municipal government.

General Responsibilities:

The Town Administrator's responsibilities include, but are not limited to, day-to-day supervision of department heads, preparation of the annual budget, union, and non-union labor contract negotiations, grant writing, personnel management, administration of a municipal budget, and the development of long-range goals and strategies.

Desirable Abilities, Knowledge, Experience, and Skills:

Graduation from an accredited college or university with a bachelor's degree is required. A master's degree is preferred. At least five years of administrative experience in a similar environment is also required, with personnel management preferred. Municipal or government experience, familiarity with government finance, and experience with labor relations and collective bargaining are desirable.

Application Process:

A full job description can be found at www.tiverton.ri.gov.

Interested candidates should use the application process at www.EmploymentApp.com/TivertonRI or send a resume and cover letter to:

Tiverton Personnel Board, ATTN: Town Administrator, P.O. Box 38, Tiverton, Rhode Island 02878, or email to: tivertonpersonnel@tiverton.ri.gov.

ONLY RESUMES SUBMITTED THROUGH THE EMPLOYMENT APP, MAIL OR EMAIL WILL BE CONSIDERED

Applications will be accepted through **February 14, 2025**, or until the position has been filled.

THE TOWN OF TIVERTON IS AN ADA/AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER