



# TOWN OF **RUTLAND** MASSACHUSETTS

## Town Administrator Position Profile

### Welcome

The Town of Rutland Select Board invites candidates to learn about the opportunity to be the next Town Administrator, who serves as the day-to-day leader of the municipality.

The Select Board is seeking a seasoned and collaborative municipal leader to serve as its next Town Administrator. This is a pivotal opportunity for a professional with deep experience in local government to guide a community through organizational renewal, financial stabilization, and strategic growth.

### The Town of Rutland

Located in Worcester County, approximately 13 miles northwest of Worcester, Rutland offers a unique blend of small-town charm, historical significance, and proximity to both Worcester and Boston. With a strong sense of community and scenic surroundings, Rutland is ready to embrace a new chapter of leadership.

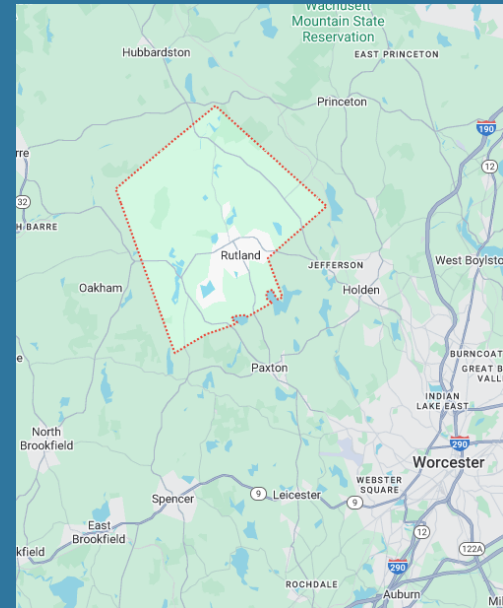
The town is part of the Wachusett Regional School District, a regional K-12 system that serves the communities of Holden, Paxton, Princeton, Rutland, and Sterling. Students also have the option to attend Bay Path Regional Vocational Technical High School.

### Challenges and Opportunities

Rutland is at a critical juncture. The next Town Administrator will be expected to:

- Lead with integrity, and professionalism, fostering a respectful and supportive workplace environment.
- Bring strong conflict management and human resources skills to address staffing and structural challenges.
- Navigate labor relations which include negotiations with five active unions.
- Establish financial stability amid ongoing budgetary pressures.
- Strengthen relationships between various town departments.

### Rutland, MA



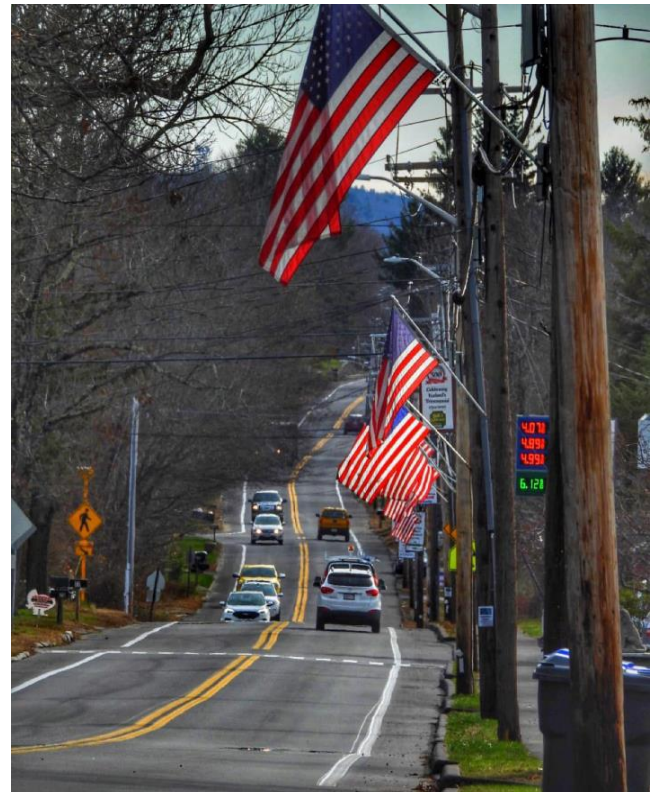
Incorporated in 1713, Rutland is the geographical center of Massachusetts, offering a rich blend of scenic elevation and small-town charm just 13 miles northwest of Worcester and 52 miles west of Boston. At 1,200 miles above sea level, Rutland has the highest elevation of any community between the Berkshires and the Atlantic Ocean and is highly sought after for its high performing school district and vibrant small-town atmosphere.

- Support economic development initiatives to help Rutland grow sustainably and expand the non-residential tax base.
- Understand and engage with regional education governance, including maintaining an ongoing working relationship with the Wachusett Regional School Department.

## Ideal Candidate

The Select Board is seeking a thoughtful and experienced municipal executive who can lead with strategic insight and can navigate complex interpersonal dynamics with tact. The ideal candidate will demonstrate:

- Knowledge of municipal human resources and financial management including related laws and regulations.
- A collaborative leadership style and excellent listening skills.
- Ability to build trust across various boards, committees, and community stakeholders.
- Strong management skills and a firm commitment to cultivating a culture of professionalism with clear expectations, consistent oversight, and strong emphasis on staff accountability across all municipal operations.
- Expertise and experience in municipal finance including budget development, capital planning, with a demonstrated ability to build consensus among elected officials, staff, and the community to support fiscally responsible decision-making.
- Experience developing and implementing economic development strategies, including business retention, attraction and revitalization.
- Strategic thinking and long-term visioning skills with the ability to align community goals with fiscal realities.
- Track record of working with regional partners and state agencies to secure grants and other available funding.
- Demonstrated ability to identify, prioritize, and effectively advocate for municipal legislative initiatives with the town's state legislative delegation.
- A commitment to transparency, accountability, and community engagement.



## Qualifications

Bachelor's degree required, master's degree in public administration preferred. Minimum of five years of progressively responsible management experience as a Town/City Manager or Administrator, or Assistant Town/City Manager or Administrator, or have education and experience in or relatable to municipal government that is equivalent.

## Salary and Benefits

The salary range is \$140,000+/- depending on experience and qualifications. The Town will negotiate a comprehensive employment contract including standard voluntary benefits offered by the Town. The position is full-time and requires in-person presence on-site.

## Application Process

Please submit a combined PDF document with a cover letter and resume to the Collins Center for Public Management email at: [collinscenterrecruit@umb.edu](mailto:collinscenterrecruit@umb.edu) and include in the subject line "[Your last name] - Rutland TA.

**Review of resumes will begin September 30, 2025.** The position will remain open until it is filled.

The Collins Center will convene an interview panel of Collins Center staff to conduct preliminary interviews and recommend finalists to the Select Board.

*The Town of Rutland is an Affirmative Action and Equal Opportunity Employer. All applicants shall receive equal consideration and treatment in employment without regard to race, color, religion, ancestry, national origin, age, disability, sexual orientation, military status, marital status, familial status, genetic information, or any other status prohibited by law.*

## Community Information

- Single tax rate of \$13.72
- 35.1 total sq. miles
- 9,700 population
- 3,000 households
- 105.7 total road miles
- \$136,423 EQV per capita

## Town Government

- Five member Select Board
- Open Town Meeting
- \$30m annual budget
- AA Bond rating
- Town Administrator Bylaw

