



Public Notice of Vacancy

In accordance with Section 7-10 of the Town Charter requiring a ten (10) day posting, the following vacancy is posted:

Townsend Town Administrator Search Committee

has five (5) vacancies with a term running from appointment until completion unless extended by the Board of Selectmen.

It is anticipated that the work of the Screening Committee will be completed over the course of approximately four meetings within five weeks following the receipt of resumes from the Interim Town Administrator. The Committee shall function as a governmental body of the Town as defined in the Town's Charter and adhere to the Massachusetts Open Meeting Law and utilize the provisions of said law pertaining to Executive Session(s) in order to act in the best interests of the Town.

The Town Administrator Screening Committee is responsible for presenting the names of three to five individuals, who shall be considered finalists, to the Town Board of Selectmen for consideration for appointment as the Town Administrator of Townsend. The Screening Committee members shall use their best judgment and understanding of the criteria for selection of the Town Administrator that is outlined in the Town Administrator Job Description that has been accepted by the Board of Selectmen. The job description includes the summarized input and information from the Board of Selectmen, town officials, town employees, as well as the citizens of Townsend and will be utilized in conducting outreach to solicit candidates for the position. The Screening Committee shall work collaboratively with the Board of Selectmen in executing their responsibilities.

Interested parties are invited to submit a Volunteer Response Form to the office of the Town Clerk at clerk@townsendma.gov or the Town Administrator's Office selectmen@townsendma.gov.

[Link to Volunteer Response Form](#)