



Town of Walpole

Commonwealth of Massachusetts

HUMAN RESOURCES

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ASSISTANT TOWN ADMINISTRATOR

Seeking highly qualified individual for Asst Town Administrator position. Successful applicant will be responsible for the management/administration of town operations, policies, procedures and projects placed in his/her charge by the Town Administrator. General knowledge of local government with emphasis on purchasing, risk management, personnel administration and finance, grants and project administration. Must have knowledge of Uniform Procurement Act (MGL Ch 30B) and MGL Ch 7, 30, s39M and 149. BS in Public Admin, government or political science with 3 – 5 years of administrative experience in municipal government. Masters degree in Public Administration is desirable. Job description via website www.walpole-ma.gov. salary \$87,483 - \$115,432. Send resume and letter of introduction along with 3 professional references to Town of Walpole, HR Dept, 135 School St, Walpole, MA 02081. Position will remain open until filled; resumes will be reviewed by 3/6/15. AA/EOE