



Town of Bristol
5 School Street
Bristol, NH 03222
—
townofbristolnh.org
(603) 744-3354

Job Announcement

Town Administrator (Full Time)

The Town of Bristol, New Hampshire, is seeking a Town Administrator to lead the community into its next phase. The ideal candidate will be knowledgeable in rural, local government and has a solid background in employee management, finances and relationship building. The ability to think through complex problems and offer practical solutions for the Select Board, Budget Committee and other committees is equally as important. Utmost professionalism, respect for employees and volunteers and integrity are the keys to succeeding in Bristol. Leadership with a light touch is essential. The Town Administrator also serves as the economic development project manager for the Town.

Bristol is nestled in the beautiful Lakes Region of the state, situated close to the White Mountains and lakes, but not too far from Boston and New Hampshire's seacoast. Bristol is 20 minutes from Plymouth State University and an hour from the world-class educational and medical institutions at Dartmouth. It has a revitalized historic downtown district, municipal beaches, events year-round and a strong business community. Most of all, the people of Bristol are engaged and are generous with volunteering their time to help make Bristol a great place to live, work and play. By Census, Bristol's population is approximately 3,100 people, but with it being a hub community of businesses and three public schools, it sees close to 6,000 people daily and can go up to 10,000 people in the summer with visitors to Newfound Lake.

The Town has a traditional Town Meeting form of government on a calendar year budget. The annual operating budget is \$8 million dollars.

The Town has award-winning municipal services including its own broadband network; water; sewer; highway, land use, health and permitting and human services; finance/human resources departments; a library; and 24/7 fire and police services. There are also more forward-thinking improvement projects on the horizon such as construction of a new Public Safety Building, a sewer system extension and the next phases of the broadband network.

The staff consists of about 40 full time and another 55 part-time and seasonal employees, which includes management of six department heads. The Department Heads and staff are strong, engaged and committed to providing great public service which has shown in the many visible improvements to the community in the last decade. Constant improvement has been the norm, but stability in staffing, the Select Board and committees have also been a hallmark.

Five or more years of experience in municipal management is ideal. A knowledge and level of competency commonly associated with the completion of a bachelor's degree in public administration, accounting/finance or area related to the occupational field. Master's degree not required, but a plus.

Competitive salary depending on education, qualifications and experience. Health, retirement, and other benefits are standard for a municipality.

To be considered for the position, please submit by email the following to Executive/Finance Assistant Wendy Smith at executiveassistant@bristolnh.gov with the subject line "Town Administrator Search." No phone calls please.

- Job Application: <https://www.townofbristolnh.org/employee-human-resources/pages/job-board-opportunities>
- Resume and cover letter in PDF format with three references listed.

Resume review and interviews will be on a rolling basis until position is filled.