

MARBLEHEAD TOWN ADMINISTRATOR



THE GOVERNMENT

Marblehead has an Open Town Meeting legislative structure. A five-member Select Board serves as the Town's chief executive body. Board members are elected to three-year staggered terms. The day to day administrative responsibilities of the Board are delegated to the Town Administrator with major policy decisions remaining with the Board.

Other elected boards/commissions include the Planning Board, Board of Health, Board of Assessors, Housing Authority, Municipal Light Commission, School Committee, Water and Sewer Commission, and the Recreation and Parks Commission. The Town Clerk and Moderator are also elected.



Marblehead encourages applications from any and all qualified individuals, values diversity, and is an equal opportunity employer.

PRIORITIES AND OPPORTUNITIES

Financial Stewardship and Long-Term Planning

Following voter approval of a significant operational override, Marblehead has an opportunity to move beyond short-term financial constraints and focus on long-range financial sustainability, capital planning, infrastructure investments, and organizational improvements. The next Town Administrator will play a key role in ensuring these resources are deployed strategically and in alignment with community priorities and will need to work with the Select Board and the community to execute a shared vision for the future.

Communication, Transparency and Public Engagement

The Town values and embraces the Open Town Meeting form of government. Residents are highly engaged and deeply invested in the future of the community. The next Town Administrator will have the opportunity to strengthen communication with residents, Town boards and committees, and employees through proactive outreach, timely sharing of information, and increased transparency regarding municipal initiatives and decision-making and will work with the Board to create a communication plan.

Strengthening Municipal Operations & Leadership Capacity

The Town is entering an organizational transition, including recruitment of key leadership positions and preparation for anticipated retirements. The Town Administrator will have the opportunity to advance succession planning, employee professional development, and engagement, while building the next generation of municipal leadership.

Organizational Collaboration and Team Building

Marblehead's unique governance structure includes numerous elected and appointed boards and commissions whose participation contributes to the Town's success. The Town Administrator will foster collaboration, strengthen coordination across departments and boards, and help build a culture that emphasizes teamwork, mutual respect, and shared problem-solving.

Infrastructure, Redevelopment, Coastal Resiliency, and Community Investments

The Town continues to address infrastructure needs, coastal resiliency, environmental sustainability, and redevelopment opportunities while preserving Marblehead's distinctive character and history, which will help shape the community's future. The next Town Administrator will collaborate with residents, elected officials, and stakeholders to advance these priorities while preserving the character, history, and quality of life that make Marblehead unique.

THE COMMUNITY

The Town of Marblehead, Massachusetts is a seaside community of approximately 20,500 residents. People from Marblehead respect tradition and are proud of their past and their role in the history of our country. The community experienced a golden age of fishing from the Revolutionary War up to the Civil War. Marblehead is the birthplace of the US Navy. While still home to fishing and lobstering, Marblehead today is mostly a residential community of professionals, families, and retirees.

Incorporated in 1649, Marblehead comprises approximately 4.4 square miles of land and approximately 15.2 sq. miles of water. The town is part of Essex County and is bordered by the Town of Swampscott to the south and the City of Salem to the southwest. East, west, and north are surrounded by the Atlantic Ocean. Marblehead is a peninsula that encompasses the northern part of Massachusetts Bay.

Marblehead is approximately 18 miles north of Boston. It can be reached via route 1A from Boston as well as from route 114 and 129. Bus and rail service are nearby with easy transit to Boston. The historic downtown is enriched by many homes constructed between the 17th and 19th centuries. Its narrow streets and brick sidewalks support thriving retail shops and contribute to its appeal as a popular tourist destination.

Being just 4.4 sq. miles and one of the early settlements in Massachusetts, the community is nearly built out. Most new construction tends to be teardowns and rebuilds of existing housing stock or additions to the existing properties.

Marblehead harbor is home to several yacht clubs and world-class sailing programs. It has served as a training ground for many America's Cup sailing participants. The Town also has several beaches and vast recreational opportunities.

<https://marbleheadma.gov/>



LEADERSHIP PROFILE

The next Town Administrator will be:

- A collaborative leader who succeeds through influence and relationship-building and a person who can diplomatically navigate differing viewpoints and build consensus.
- An exceptional communicator committed to transparency and responsiveness.
- An experienced municipal manager with strong financial, operational, human resources and labor relations skills.
- A partner with the School Superintendent and School Committee.
- A team builder and mentor who develops employees and department heads, sets expectations, and holds them accountable.
- Visible and engaged in the community.
- Experienced with intergovernmental relations and partnerships.
- A professional advisor to the Select Board who keeps members informed and provides timely and objective updates and recommendations.
- An example of unquestioned integrity and professionalism.

QUALIFICATIONS

A bachelor's degree in public administration, government, or a related field and five to seven years of municipal management experience. A master's degree is preferred. Candidates with an equivalent combination of education, training, certification, and related experience are encouraged to apply.

Town of Marblehead



SALARY AND BENEFITS

The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. The anticipated starting salary range is \$200,000 - \$215,000, depending on qualifications.

APPLICATION AND SELECTION PROCESS

Please submit your cover letter and resume detailing your interest and qualifications to the Collins Center for Public Management recruitment email: CollinsCenterRecruit@umb.edu

Please combine all documents into a single PDF using your **LAST NAME and MARBLEHEAD** as the file name and in the subject line of the email. Review of applications begins **October 8, 2026**.

The Town will use a screening committee to review resumes and to conduct preliminary, confidential interviews in executive session. The Select Board will interview finalists in public. Please contact Mary Flanders Aicardi, HR Practice Leader, with any question by calling 508-215-8992.

Please visit www.umb.edu/cpm to learn more about the services provided by the Collins Center for Public Management.

FINANCIAL FACTS

Financial Indicator	Current Information
FY27 Total Appropriations	Approximately \$127.1 million , including the adopted FY27 base budget of approximately \$122.8 million and a FY27 Tier 3 supplemental appropriation of \$4.3 million.
Operating Override	Voters approved a \$15 million Tier 3 ("Invest") Override in June 2026. Funding will be phased in over FY27-FY29, with the FY27 draw limited to \$4.3 million.
Trash & Recycling Override	Voters approved a separate \$2.3 million override to continue funding curbside trash and recycling services through the tax levy.
Financial Management Framework	FY27-FY29 framework allocates 62% of net unrestricted revenue to schools and 38% to municipal operations , with a commitment not to seek an additional operating override before FY2030.
AAA Bond Rating	Standard & Poor's reaffirmed the Town's AAA General Obligation Bond Rating in April 2026.
Free Cash	Certified Free Cash totaled approximately \$6.1 million entering FY27.
Reserves	Reserves were approximately 2% of budgeted expenditures entering FY27 , with a long-term goal of reaching 5% .
Use of Free Cash	Approximately \$5 million of Free Cash was appropriated to support the FY27 base operating budget.

