



Town Administrator Position Profile

Welcome

The Town of Marshfield Selectboard 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 Selectboard is looking for an experienced municipal leader with finance expertise who has a track record of building consensus, engaging with community stakeholders, and managing multi-year complex community development policies and projects that effectively balance diverse interests.

The Town of Marshfield

Over the last century, Marshfield has transformed from a coastal community of rural villages and a fishing port to an active and desirable coastal residential community with access to nearby job centers, commuter rail, and Route 3. Marshfield's distinct villages and residential neighborhoods include Brant Rock, Downtown, Fieldston, Green Harbor, Marshfield Hills, North Marshfield, Ocean Bluff, Rexhame, Seaview, and West Marshfield.

Marshfield's population is 25,825 residents according to U.S. Census data. The Town's population has increased 2.8% since 2010. Seasonally, Marshfield's population increases to about 40,000 people during the busy summer months. Marshfield is a center of economic activity among its neighboring municipalities with supermarkets, restaurants, beaches and other services and attractions (Excerpt from 2023 Marshfield Economic Development Plan).

Marshfield faces challenges such as budget limits, tax burdens, MBTA zoning pressures, political instability, and questions of trust and fairness in both government and the community. The next Town Administrator must exhibit professional leadership, fiscal expertise, political adeptness, and foster a positive, collaborative work culture while prioritizing the town's interests. Key priorities for Select Board members emphasize financial management, open communication, fairness, and strong leadership to address these ongoing challenges and enhance community engagement and organizational effectiveness.

Growth and Community Development

The MBTA zoning changes and development along the Route 139 Corridor are expected to change the character of the town. There are concerns about density, traffic, and losing the small-town feel. There is at times contentious debate in the community about the best path forward. The new Town Administrator will need to have experience and skills to empathetically and skillfully engage with the public and stakeholders, as well as work with the Selectboard and staff to identify potential future pathways that help balance the needs of preserving our small town history and feel while enabling smart growth that brings vibrancy and needed financial support for our tax base.

Financial Management

Marshfield Town government finances are currently in a stable position with a solid AA+ bond rating, positive free cash, and stabilization fund balances. The FY26 budget is approximately \$120 million with \$60 million of that appropriated to the School Department. The Town has a robust capital planning process with accepted policies and practices to be proactive regarding maintenance needs and life cycle replacement projects.



The new Town Administrator is expected to have strong financial skills with budgeting, projecting future needs, and strategic planning skills to balance competing financial demands. Crafting a financially sustainable and stable financial environment to support the provision of services will be a key measure of success for the new Town Administrator. The new Town Administrator must be adept at communicating and engaging with the Selectboard, Advisory Board, and other stakeholders to ensure plans and policies are clear, fair and based on factual need.

Staffing and Human Resources

Marshfield has a strong and dedicated group of managers and employees. Like many municipalities, reaching staffing goals can be challenging, especially in public safety departments. The incoming Town Administrator should possess relevant experience and demonstrate innovative approaches in formulating personnel policies that effectively support current staff, enhance employee retention, and proactively address succession planning.

Public Engagement & Confidence

Maintaining confidence with the Select Board, community, and staff is essential to Marshfield's vitality and effective administration. Experience with designing and executing effective public outreach and engagement campaigns that build buy-in, trust, and a sense of community and collaboration in the local civic space will be critical.

Town Administrator Responsibilities

The town administrator's responsibilities, as outlined in the Town Charter, include:

- Oversight and management of the operations of all functions and departments that fall under the authority of the Select Board.
- Preparation of the Budget, including all detail of revenues, expenditure, enterprise accounts, debt services, and capital expenditures.
- Administration of personnel bylaws and collective bargaining agreements.
- Maintenance and inventory of the town's property both real and personal.
- Execution of Select Board decisions and implementation of Select Board goals and priorities
- Preparation of reports and factual information to the Select Board to facilitate policy formulation and best practice decision making.

Ideal Candidate

The Town seeks a candidate with the following knowledge, skills and abilities:

- Respect for local government and all the participants and stakeholder in the process
- Understanding of the political process and how to navigate in the municipal world
- Ability to manage up, down and sideways, bringing all stakeholders to the table and understanding which needs to be at each table
- Skilled in navigating impartially in a political environment
- Ability to communicate complex information in an understandable format for all stakeholders
- Dedicated to providing comprehensive information to the Select Board
- Committed to transparency in government

Qualifications

In accordance to the Town Charter and Personnel By-law, The town administrator shall possess not less than a bachelor's degree and a minimum of 5-7 years of professional experience. A Master's degree is preferred as is managerial experience in a municipal or public position with similar responsibility and complexity. An equivalent combination of education, training and experience will be considered.



Salary and Benefits

The Town will negotiate a comprehensive employment contract, including standard and voluntary benefits offered by the Town. The position is full-time and requires in-person presence on-site. Starting salary range is anticipated to be \$190,000 - \$210,000 DOQ.

Application Process

Please submit cover letter and resume to the Collins Center for Public Management at:

CollinsCenterRecruit@umb.edu and include in the subject line " [Your last name Marshfield TA]" Review of resumes will begin October 7, 2025. The position will remain open until it is filled. Contact Mary Flanders Aicardi, HR Practice Leader, at 508-215-8992 with any questions.

The Town of Marshfield 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.