

**Town of Montague  
Assistant Town Administrator  
for Development, Facilities, and Infrastructure**

The Town of Montague seeks qualified applicants for the position of Assistant Town Administrator. The position assists the Town Administrator with specific responsibility for the planning, design, and implementation of initiatives related to economic and community development, municipal facilities, and infrastructure. In this context, core activities will regularly include the development of strategic plans, grant-making, grant and contract management, procurement, hiring and management of contractors, staff coordination and evaluation, and administrative process management; as well as inter-departmental coordination and supervision of special projects.

Preferred credentials include a Master's Degree in Regional, Urban or Community or Economic Development Planning (AICP preferred), or Public Administration or Public Policy, or a closely related field, and a minimum of five to seven (5-7) years of experience working in a closely related municipal role; or an equivalent combination of education and experience.

A qualified applicant will have a thorough knowledge of principles and practices of community and economic development, consensus building, public procurement, state and federal grantmaking, project management, zoning, municipal bylaws, and state or federal regulations and statutes applicable to the work of the position. They will demonstrate skill in community engagement; presentation; data synthesis, analysis, and reporting; grant writing and management; and the design and implementation of complex plans in a municipal context. They will be proficient with software and technology tools suitable to the position. They will be highly collaborative in their approach to work.

FY23 salary is set at \$86,924. Work week is Monday through Thursday, 37.5 hours/week, with frequent evening and Friday obligations. The Town of Montague is committed to a collaborative team environment and competitive benefits. A job description is available at <https://www.montague-ma.gov/p/308/Employment-Opportunities>. Target date of hire is October 3, 2022.

Please submit resume and cover letter by July 29, 2022 to:  
Wendy Bogusz, Executive Assistant  
Town of Montague  
[WendyB@montague-ma.gov](mailto:WendyB@montague-ma.gov)

EEO/AA Employer  
[www.montague-ma.gov](http://www.montague-ma.gov)