

TOWN ADMINISTRATOR POSITION

Excellent full-time opportunity
Excellent Benefits. Competitive Compensation.
Flexible hours possible; occasional evenings (every other Monday)

The Dalton Town Administrator manages the business of the town, including fiscal management (accounts payable, payroll, reporting, budgeting), HR, Municipal and State policies, and procedures.

Research and apply governmental principles and state/local laws and regulations, acting as a resource for the town and the Select Board. Acts under the direction of the Select Board.

Identify, write grant proposals. Manage grant funds awarded.

Municipal, management and fiscal experience required.

Detailed job description (and application form) is available at: townofd Dalton.com

Submit cover letter, resume, and application form to: Board of Selectmen, Town of Dalton, 765 Dalton Road, Dalton NH 03598.

Electronic submission is preferred: selectmen@townofd Dalton.com

Apply by noon, March 4, 2022 to ensure consideration.