Town Administrator

The Town of Hebron is seeking qualified candidates for the newly created position of Town Administrator. Located in Southern Oxford County, Hebron offers a pastoral atmosphere and nearby urban amenities.

Hebron has an approximate population of 1,200 residents, seven full-time employees, and two part-time positions. Excluding the school district and county, the town’s annual budget is approximately one million dollars. Hebron has a three-member select board form of government.

The Town Administrator reports to the select board and is responsible for preparing and administrating the town’s budget, representing the town in various capacities, including public meetings; and communicating with residents, businesses, committees, and community organizations to foster trust and transparency within the community.

Key responsibilities include but are not limited to:

* Budget Management and Preparation
* Personnel Oversight
* Community Engagement
* Working with Committees and Organizations
* Planning
* Policy Development and Implementation

Municipal management experience and a degree in public or business administration is preferred; however, individuals with equivalent experience and education are encouraged to apply.

Salary is negotiable based on experience and education. The position will remain open until a suitable candidate is found. Please email your resume and cover letter to [B.Asselin@hebronmaine.org](mailto:B.Asselin@hebronmaine.org) or by mail:

Board of Selectmen

Town of Hebron

PO Box 304

Hebron, Maine 04238