

## TOWN MANAGER POSITION

### Town of Hamilton

The Hamilton Town Council is seeking a dynamic and proven municipal leader to serve as the Town Manager.

The Town Manager is responsible for the efficient management and operation of the affairs of the Town, including but not limited to, grant administration, budget preparation, administration of Town policies and procedures, and maintaining departmental efficiency.

The Town Manager is an executive position performing professional, administrative, technical, and supervisory duties working in coordination with the Council, and controls the day-to-day operations of the Town.

The Town is looking for someone who has a working knowledge of municipal finance, budget management, personnel management, collective bargaining, and intergovernmental relations, and will be results-oriented. A great attitude, passion for public service, and a proven ability to work in a team environment is required.. The successful candidate should have a high level of both professional and personal integrity; have vision and an ability to think outside the box; possess an open and positive approach to communication; have a strong commitment to public service, and demonstrate previous government experience.

We prefer 5 years of Town management experience as a Town Administrator or Town Manager.

The Town of Hamilton offers a generous compensation and benefit package. The compensation package and job description is available by request to [bshull@townofhamilton.org](mailto:bshull@townofhamilton.org). Please send a cover letter and resume by email to [bshull@townofhamilton.org](mailto:bshull@townofhamilton.org)

Resumes must be submitted by: 4 P.M.ET on January 30, 2026