

## **Town of Castine, Maine**

### **Town Manager**

The Town of Castine is accepting applications for the position of Town Manager. Castine, located on the shores of Penobscot Bay, is a thriving community that values its historical heritage, village character, and natural beauty. It is home to the Maine Maritime Academy, a 4-year college. The Town has a year round population of 1,300 including students, increasing to 2,500 during the summer. Castine has a municipal operating budget, including municipal sewer and water departments and schools, of \$4.5 million and there are 4 full-time employees and 3 part-time employees. Castine operates under a Town Meeting, Selectboard, Town Manager form of government with a 3-member Board of Selectmen elected with staggered 3-year terms.

The Selectboard is seeking candidates with a minimum of 5 years of management experience, with experience as a municipal Manager or Assistant Manager preferred. A strong background in areas of budget/finance, economic development, human resources, capital project planning and implementation are necessary skills. Experience with public water and sewer operation, grant writing, zoning and land use, code enforcement and experience working with an institution of higher education are also desirable. Superior leadership and organizational skills, excellent written, digital and oral communications, as well as excellent interpersonal skills are required. A leader who can inspire trust and confidence with integrity, honesty, transparency and humor combined with creative problem solving will be essential.

Applicants should possess a Bachelor's degree in Business or Public Administration, Engineering, or a closely related field. A Master's degree in Public or Business Administration is a plus, however candidates with alternative combinations of experience and education are encouraged to apply. Salary will be determined based on experience and qualifications.

Submit cover letter, resume, and salary requirements by 5:00 p.m., Wednesday, March 20, 2019 via email to [PersonnelServices@memun.org](mailto:PersonnelServices@memun.org) or by fax to (207) 624-0118 or send by U.S. mail to:

Director of Personnel Services  
Maine Municipal Association  
60 Community Drive  
Augusta, ME 04330

The Town of Castine is an Equal Opportunity Employer.

<https://castine.me.us/>