

Town of Casco, Maine

Town Manager

The Town of Casco, Maine is seeking qualified candidates for the position of Town Manager. Casco is a four season community surrounded by lakes, wooded hills, and recreational opportunities. Casco has a population of about 3,800 year round and 10,000 during the summer. Located in Western Cumberland County, it has numerous lakes and close proximity to Greater Portland. Casco is a family-oriented community and is a great place to live, work, or grow a business.

Casco has a Town Manager/Selectboard/Town Meeting form of government. Casco is a full service community and has a current municipal budget of \$4.35 million excluding schools with 13 full-time municipal employees and several part-time and seasonal employees.

The Selectboard is seeking an individual with strong budget and financial management skills, experience in personnel management, grant preparation and administration, and with public works operations. Experience in budgeting, solid waste, contract management, and ability to draft Town Ordinances and Policies is very important. Candidates should possess excellent written and oral communication skills, a positive attitude, and demonstrated leadership ability. The ability to maintain a presence in the community, and engage and energize volunteers and the community will be a priority in this role. A transparent, open, collaborative and team-oriented management style will be an absolute requirement. A Bachelor's degree in Public Administration, Business Administration, or similar relevant field is preferred; a Master's degree is a plus. Experience in Town Management is preferred, but candidates with executive municipal management and finance or comparable experience are encouraged to apply. Salary is negotiable based on experience and training.

Send resume and cover letter with salary requirements by 5:00 p.m., February 21, 2019 via email to 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

Casco is an Equal Opportunity Employer

www.cascomaine.org