

Position Summary for the Assistant Town Manager & Communications / Operations Director

Provincetown is seeking an Assistant Town Manager. The position supports the Town Manager by providing day-to-day oversight of Town government operations and ensuring regular, proactive communication to Town officials, residents, and other key stakeholders.

The role is responsible for providing analysis, consultation, and assistance to the Town Manager on strategic, operational, inter-governmental, and community relations issues. The position is also responsible for ensuring consistent, efficient, and professional customer service, both internally and externally.

Role Requirements

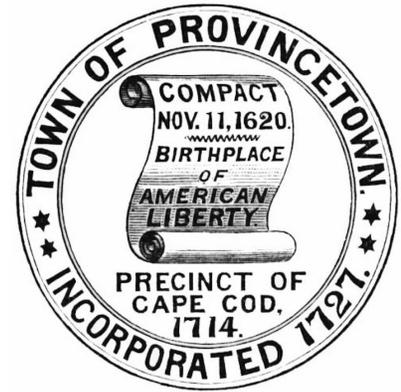
A primary emphasis of this role will focus on implementing activities designed to improve communication and operations that lead to a positive, collaborative, organizational culture built on the Town's core values and shared vision for enhancing residents' experience in conducting business with the Town.

Executive Team : The position supports the Town Manager and assists in providing effective leadership for the organization. The ideal applicant must be candid and direct as a trusted advisor to the Town Manager while supporting the Town Manager's priorities.

Communications: Managing communication is core to providing responsive, equitable services to the community. Proactively sharing information keeps employees, volunteers, community members, and visitors informed and engaged. This requires considering **who** needs to know **what** information, **when** they need to know it, and **how** it will be delivered to them. The Assistant Town Manager will be responsible for creating, implementing, and managing a strategy for organizational communication.

Operations : Like communications, oversight of Town municipal operations is essential for "keeping the lights on". This role will help drive organization-wide planning, support and direct change, and help in driving technology modernization initiatives necessary for delivering high-quality service. This requires someone who can think strategically while providing tactical support to implement ideas.

Leadership : The Assistant Town Manager will use strong leadership and problem-solving skills to drive the daily operations of the Town government. This requires providing decision support with research, analysis, and recommendations to facilitate decision-making.



EMPLOYMENT OPPORTUNITY

Assistant Town Manager

Provincetown, Massachusetts

www.provincetown-ma.gov

To apply send resume or inquire in confidence to:

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Phone: 508-487-7000 ext. 525



Town Government

Provincetown is governed by an elected five-member Select Board and Open Town Meeting. The Select Board appoints the Town Manager to manage the Town. The Select Board establishes policies in collaboration with other Town committees, commissions, and boards.

The current year-round population has grown 24.5% since the last decennial census in 2010. Given the growth and needs of the municipality, Provincetown's environment is constantly evolving and changing. As a result, municipal managers' relevant knowledge, skills, and competencies must be fluid to adapt as the needs of the profession change.



Provincetown

Incorporated in 1727, the Town of Provincetown was founded in 1620 on the farthest reaches of Cape Cod. It is located 115 miles (45 by air or sea) from Boston, 121 miles from Providence, and 300 miles from NYC. Although primarily a residential community, Provincetown hosts business, retail dining, entertainment venues, and a vibrant marine economy. In addition, Provincetown's public school is an International Baccalaureate World School.

Provincetown is an international and national destination for vacationers and tourists. It prides itself on its welcoming nature and is extremely popular with the LGBTQ community.

Theatre, the arts, ocean recreation, and an active celebratory summer activity calendar help define a big picture in-season community culture.

Annual economic activity is estimated to exceed half a billion dollars.

The population in-season is well over 60,000 dwarfing the permanent population of 3,664. Almost 75% of the Town's 17.5 square miles lies inside the Cape Cod National Seashore. Visitors access the Town via highway, municipal airport, or high-speed ferry.

Experience and Education

The Assistant Town Manager will be challenged to identify progressive opportunities for change and improve citizens' experience when conducting business with the Town.

Education : A bachelor's degree in Public Administration, Business Administration, or knowledge equivalent degree or certificate.

Experience : Five or more years of related experience or any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position.

Total Compensation : Salary range is \$102,460 to \$127,466. In addition to salary, a very generous benefits package is offered to all Provincetown employees.