



**Position Title:** Director of Public Services  
**Department:** Administration  
**Reports to:** The Town Administrator  
**Hours:** 35 hours per week  
**Date:** March 16, 2022  
**Salary:** \$80,000 to \$100,000 Depending on qualifications

The Town of North Reading is seeking a motivated and collaborative leader to work under the supervision of the Town Administrator to supervise and/or coordinate with public services departments including human services, recreation, Flint Memorial Library, and Office of the Town Clerk. This position is a senior management role coordinating one of the four divisions of the Town Administrative Organization, alongside the Director of Public Works, Finance Director, and Director of Public Safety. This position will work closely with department heads, other Town employees, and volunteer board/commission/committee members. The ideal candidate will be able to manage the varied departments within the division, and will be able to lead initiatives that affect all divisions and departments of Town government including the Town's goal of becoming an "Age-Friendly" community. Candidates should possess a Bachelor's Degree (Master's Degree preferred) and have more than 5 years related experience, or any equivalent combination of education and experience and a valid driver's license.

The salary range for this position is \$80,000 to \$100,000 depending on qualifications. Interested candidates should send a cover letter and resume to [jobs2@northreadingma.gov](mailto:jobs2@northreadingma.gov). The Town of North Reading is an Equal Opportunity Employer.

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