



## Town of Ossipee, New Hampshire

Office of the Selectmen  
P.O. Box 67, 55 Main Street  
Center Ossipee, NH 03814  
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[www.Ossipee.org](http://www.Ossipee.org)

### **Town of Ossipee Job Opportunity Town Administrator**

The Town of Ossipee is seeking an experienced qualified applicant to fill the full-time position of Town Administrator. Ossipee has a population of 4,345, an annual operating budget of approximately \$6.1 million and has approximately 40 full-time employees. The Town Administrator is responsible for the efficient oversight, management, and day-to-day operation of the affairs of the Town in accordance with State law, Town Ordinances and such directives, regulations, and policies as adopted by the Board of Selectmen.

The ideal candidate will have a minimum of two years of administrative support experience, including some supervisory experience, preferably in a municipal setting, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Salary is dependent upon experience and qualifications.

A job description and application for employment can be found on the Town's website, [www.Ossipee.org](http://www.Ossipee.org), and in the Selectmen's Office at Town Hall. Interested candidates should submit a resume and fully completed application for employment to the Town of Ossipee, Attn: Town Administrator Vacancy, PO Box 67, 55 Main Street, Ctr. Ossipee, NH 03814. This position will be open until filled.

The Town of Ossipee is an equal opportunity employer.