

The Town of Richmond, Maine is seeking a creative, proactive, community leader to serve as its next Town Manager.

Settled in 1725 and incorporated in 1823, Richmond is a charming community made up of beautiful farms, Victorian and Greek Revival homes, and a growing vibrant village. The town sits on the banks of the Kennebec River with Swan Island, an abandoned 18th and 19th century town also known as Perkins Township, a stone's throw away.

Richmond's waterfront offers moorings and docking services, along with easy access to the North along the Kennebec River up to Augusta or to the South headed towards Bath and the open Atlantic Ocean.

Whether you arrive to Richmond by car or boat, downtown Richmond offers many shops and restaurants to explore. Stroll up the hill for an ice cream, shop in a unique art gallery, or grab a bite at a local restaurant. Population is 3,555.

The Town Manager reports to a five-member Select Board. Like many towns in Maine, it is a Town Meeting form of government. The annual Town operating budget is \$3.2 million, excluding schools. The Town employs 13 full-time and approximately 50 part-time and seasonal staff.

The successful candidate will have strong experience in local government operations, personnel management, labor relations, and community-based problem solving. Strong interpersonal, listening, written, and verbal skills required.

The Town of Richmond requires a bachelor's degree in a related field, 5-10 years of progressive experience in municipal government, or an equivalent combination of education and experience. Special consideration will be given to applicants with a master's degree in public administration. The Town offers a generous benefit package along with a salary commensurate with qualifications and experience. The salary range is \$80,000 to \$110,000 annually with a 4-day work week.

A complete job description can be found on the [Town of Richmond's website](#). Interested candidates who have a passion for serving local government and its citizens are invited to submit a letter of interest, resume, and three letters of reference in confidence to:

betsy@hrmaineconsulting.com

or **via mail** to:

Betsy Oulton
HR Maine Consulting, LLC
2 Country Lane
Falmouth, ME 04105

This position remains open until July 31, 2025

The Town of Richmond is an Equal Employment Opportunity Employer