



TOWN ADMINISTRATOR

New Durham, New Hampshire

The Town of New Durham, New Hampshire (population approx. 2,800), is seeking an experienced and collaborative Town Administrator to support the Select Board and lead day-to-day municipal operations.

Nestled in the heart of the Lakes Region, New Durham is a quintessential New England community known for its natural beauty, strong sense of place, and exceptional outdoor recreation. Anchored by Merrymeeting Lake and the Birch Ridge Community Forest, which features 2,200 acres of conservation land, the Town offers abundant opportunities for fishing, hunting, hiking, and snowmobiling. With convenient access to Route 11, residents and visitors enjoy easy travel to both the Seacoast and the White Mountains.

New Durham operates under the SB2 form of government with a three-member elected Select Board and an appointed Town Administrator. The Town has an operating budget of \$4.2 million, a capital budget of \$1.4 million, and a dedicated workforce of approximately 12 full-time and 25 part-time employees.

The Town Administrator advises the Select Board, is responsible for managing municipal operations, overseeing staff, administering budgets, and ensuring efficient delivery of services to the community. The ideal candidate will be a strong communicator, a strategic thinker, and a leader who values transparency, teamwork, and public service.

Bachelor's degree in a related field with five (5) years of supervisory or administrative experience, preferably in a municipal setting, or any equivalent combination of education and experience which demonstrates possession of the required knowledge, skills, and abilities. Master's degree in a related field is preferred.

Salary range to \$110,000; starting salary commensurate with qualifications and experience. Excellent benefits including health insurance and participation in the NH retirement system. New Durham is an Equal Opportunity Employer.

For further information potential candidates are directed to the Municipal Resources, Inc. website at www.mrigov.com/career or to contact Municipal Resources, Inc. at 603-279-0352 ext. 330.

To apply submit a resume and cover letter, in confidence, as a single PDF attachment to recruitment@mrigov.com by **8 AM EST on Monday, May 18th, 2026.**

