

**Town Administrator:** The Town of Vernon, Vermont seeks an energetic, creative and proactive municipal management professional to serve as its next Town Administrator. Vernon (pop 2300) is a farming-focused rural community governed by a five-member Selectboard, which acts as the Chief Executive and Legislative body between annual, open Town Meetings.

Vernon is the southeasternmost Vermont town, on the banks of the Connecticut River and bordering New Hampshire and Massachusetts. Vernon is fortunate to have excellent recreational facilities and local schools in a bucolic setting while being located two hours by car from Boston and connected by direct train to New York.

The ideal candidate will possess strong administrative, financial, and economic development skills. The Administrator must be an effective collaborator and understand the dynamics of small-town municipal management. The Administrator proposes alternatives to the Selectboard, implements Selectboard decisions and communicates policies to the public and municipal employees.

### **Preferred Experience and Abilities**

- a bachelor's degree in public administration, business management, or a relevant field (Master's degree preferred).
- excellent interpersonal and written communication skills.
- a working knowledge of municipal finance and budgeting.
- Microsoft Office Suite experience.
- Three years of experience in municipal government or equivalent experience in business administration.

Near-term priorities for the Town include planning for redevelopment of a riverfront nuclear power generation (decommissioned) site and adjacent State-designated Village Center, long-term financial planning and protecting and supporting farming operations and farmland.

This is a full time, benefited position with a Salary range of \$45,000 to \$55,000 depending on qualifications and experience. Final compensation will be commensurate with qualifications and professional experience as determined by the Selectboard. **Resumes will be accepted through June 4, 2021 at 5:00 P.M.** Please submit a cover letter, resume and three professional references in a single PDF document to Vernon Selectboard, Vernon Town Offices – 567 Governor Hunt Road - Vernon, VT 05354.