**Job Description: Vermont Town Administrator**

*Instructions to Selectboard: Adjust the job description and all details in brackets ([ ]) to fit the specific requirements of your town. Delete the brackets themselves and VLCT's italicized information before use.*

**Position Title:** Town Administrator  
**Location:** [Specific Town Name], Vermont  
**Reports To:** Town Selectboard  
**Job Type:** Full-time

**Overview**

The Town Administrator serves as the chief administrative officer of the town, responsible for overseeing daily operations, implementing policies set by the Selectboard, and ensuring the efficient and effective delivery of municipal services. This position requires strong leadership, excellent communication skills, and a thorough understanding of municipal governance and community needs.

**Key Responsibilities**

1. **Administrative Leadership**

* Provide leadership and direction to all town departments.
* Ensure compliance with local, state, and federal regulations.
* Develop and implement town policies and procedures.

1. **Budget Management**
   * Prepare and manage the town’s annual budget in collaboration with department heads.
   * Monitor expenditures and revenues, providing regular financial reports to the Selectboard.
   * Identify funding opportunities and manage grant applications.
2. **Human Resources Management**

* Oversee recruitment, training, and performance evaluation of town staff.
* Foster a positive work environment and promote staff development.
* Ensure compliance with labor laws and town personnel policies.

1. **Community Engagement**

* Serve as a liaison between the town government and residents, businesses, and community organizations.
* Facilitate public meetings, hearings, and workshops to gather community input.
* Manage communication through newsletters, social media, and the town website.

1. **Project Management**

* Lead or oversee special projects, such as infrastructure improvements and community development initiatives.
* Coordinate with external contractors, agencies, and stakeholders to achieve project goals.
* Ensure timely completion of projects within budget constraints.

1. **Policy Development**

* Research and analyze issues affecting the town, presenting findings and recommendations to the Selectboard.
* Draft policies, ordinances, and resolutions for consideration and adoption.
* Stay informed on legislative changes and trends affecting local government.

1. **Crisis Management**

* Develop and implement emergency management plans and procedures.
* Act as a point of contact during emergencies, coordinating with local agencies and the community.

**Qualifications**

**Education:** Bachelor’s degree in Public Administration, Business Administration, or a related field; Master’s degree preferred.

**Experience:** Minimum of 5 years of experience in municipal government or related field, with progressive leadership responsibilities.

**Skills:**

* Strong analytical and problem-solving abilities.
* Excellent written and verbal communication skills.
* Proficient in budgeting, financial management, and project management.
* Ability to build consensus and foster collaborative relationships.

**Working Conditions**

* Primarily office-based with occasional evening and weekend meetings.
* May require occasional travel for training and conferences.
* Must be available for emergencies and urgent town matters.

**Application Process**

Interested candidates should submit a resume and cover letter detailing their qualifications and experience to [Application Email or Address] by [Application Deadline].

*[This document was created in part with Artificial Intelligence and was reviewed by a human subject matter expert.]*

***[5-13-2025]***