**Job Description: Vermont Town Clerk/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 Clerk/Town Administrator
**Location:** [Insert Town Name], Vermont
**Reports To:** Town Selectboard
**FLSA Status:**Exempt
**Salary Range:** [Insert Salary Range]

**Overview:**
The Town Clerk/Town Administrator serves as a key figure in the local government, responsible for managing the administrative functions of the town and ensuring compliance with state laws and regulations. This position requires a detail-oriented individual with strong organizational, communication, and leadership skills. The Town Clerk/Town Administrator acts as the primary liaison between the community, elected officials, and various departments, ensuring smooth operations and effective governance.

**Key Responsibilities:**

1. **Administrative Management**
* Oversee the day-to-day operations of the town’s administrative functions.
* Manage the preparation and maintenance of official town documents, including meeting minutes, ordinances, and resolutions.
* Ensure compliance with state laws regarding public records and open meetings.
1. **Land Records Management**
* Maintain and oversee the town's land records, including deeds, mortgages, and land surveys.
* Ensure the accurate recording and processing of land transactions in compliance with state statutes.
* Provide public access to land records and assist residents and professionals in navigating property information.
1. **Elections and Voter Services**
* Conduct all town elections, ensuring compliance with state election laws.
* Maintain the town’s voter registration records and provide assistance to voters.
* Coordinate polling places and recruit election workers.
1. **Financial Oversight**
* Develop, administer, and monitor the town's annual budget, including general fund and utility budgets.
* Maintain accurate financial records and prepare financial reports for the Selectboard and other stakeholders.
* Manage accounts payable and receivable, including tax collection and grant administration.
1. **Community Engagement**
* Facilitate communication between the Selectboard, town departments, and residents.
* Organize and participate in community outreach initiatives and public information campaigns.
* Respond to inquiries and concerns from citizens in a timely and professional manner.
1. **Personnel Management**
* As the Selectboard’s representative, supervise town staff, including recruitment, training, performance evaluations, and professional development.
* Foster a positive work environment and promote teamwork among town employees.
1. **Project Management**
* Lead and oversee special projects, including infrastructure improvements, community development initiatives, and grant-funded programs.
* Collaborate with local, state, and federal agencies on various projects and initiatives.
1. **Grant Management**
* Identify, apply for, and administer grants from local, state, and federal sources to support town initiatives and projects.
* Prepare grant proposals, including project descriptions and budget justifications, ensuring compliance with funding requirements.
* Monitor grant expenditures and prepare reports for funding agencies, ensuring adherence to grant regulations.
1. **Policy Development**
* Assist the Selectboard in developing and implementing town policies, procedures, and regulations.
* Stay informed of changes in state and federal laws that impact local governance and advise the Selectboard accordingly.

**Qualifications**

* Bachelor’s degree in Public Administration, Business Administration, or a related field; Master’s degree preferred.
* Minimum of [insert number] years of experience in municipal government or a related field, with experience in a leadership role preferred.
* Strong knowledge of Vermont municipal laws, regulations, and procedures.
* Excellent verbal and written communication skills, with the ability to engage with diverse community stakeholders.
* Proficiency in financial management and budgeting.
* Strong organizational skills and attention to detail, with the ability to manage multiple priorities and projects simultaneously.
* Familiarity with technology and software relevant to municipal administration and record-keeping.

**Working Conditions**
This position typically requires a standard work week but may require evening and weekend hours for meetings and special events. The Town Clerk/Town Administrator will work in an office setting and may need to attend off-site meetings and events.

**Application Process**
Interested candidates should submit a resume, cover letter, and references to [Insert Application Email/Address] by [Insert Application Deadline]. The Town of [Insert Town Name] is an equal opportunity employer and encourages applications from all qualified individuals.

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

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