



Town Manager

Job Description

The Town Manager serves as the Chief Administrative Officer of Middlebury and is charged with the efficient and effective administration of town departments as outlined herein and in the Middlebury Town Charter (24 V.S.A. § 127-704) and the Town Manager Statute (24 V.S.A § 1231-1243).

The Manager is responsible for all day-to-day operations of the Town across a wide spectrum of operational areas. The Manager is ultimately responsible for developing and managing the annual budget, overseeing all personnel matters, implementing Selectboard decisions, delivering town services in a cost-effective manner, and identifying strategic opportunities for the Town.

Essential Job Functions

The Manager serves as the critical link between the Selectboard and the staff and is responsible for the following duties and responsibilities:

- Serve as principal advisor and staff member to the Selectboard; ensure that Selectboard meetings are well staffed with clear, concise materials and action items that facilitate the work of the board.
- Facilitate the development of policy-oriented goals and objectives at the Selectboard level and implement those goals and objectives through the Department Heads and other staff.
- Cultivate an accomplished team of Department Heads and facilitate their collaboration in support of Town priorities; provide the supervision and performance management necessary to build a high-performance organization.
- Ensure the preparation and implementation of various Town budgets and capital programs and periodic reporting on the financial condition of the Town and serves as chief procurement officer for the Town.

- Develop or maintain a deep knowledge of Vermont municipal management and the laws, best practices, and emerging trends in the field; serve as resident expert on Town government that supports all citizens ability to serve on the Selectboard.
- Take a leadership role, directly or indirectly, on major Town agreements such as union contracts, insurance settlements, and legal matters.
- Serve as primary press contact for the Town unless a Department Head or Selectboard Chair is more appropriate due to the subject matter.
- Serve as principal representative of the Town; regularly engage with stakeholders, partner organizations, and the general public. Appear formally and informally at Town and community events.
- Develop and maintain an organizational culture that is inclusive and accessible to all perspectives.
- Provide the Selectboard with strategic advice that includes professional expertise of the staff, operational constraints, and legal requirements.
- Provide the Selectboard with regular status reports on priority projects.

Knowledge, Skills and Abilities

- Strong, working knowledge of local government.
- Ability to think strategically and anticipate possible outcomes based on knowledge and experience.
- Ability to build consensus and find common ground between different perspectives.
- Strong project management skills.
- Ability to gain the trust and respect of others.
- Ability to use tact and diplomacy to express disagreement or concerns to others while still serving as a strong collaborator.
- Ability to inspire confidence in others.
- Ability to accept constructive criticism, communicate, and work well with others.

- Ability to build and maintain effective relations with State and Federal agencies, Town leadership, business leaders and community stakeholders.
- Ability to drive and travel locally and statewide.

Physical and Mental Demands

- The ability to abruptly switch focus dozens of times throughout the day to address frequently changing priorities.
- The ability to maintain mental focus to produce accurate spreadsheets and monthly and quarterly reports with a noisy, open office atmosphere.
- The ability to prioritize multiple pressing issues and make presentations to the Selectboard and the public that distill technical information into concepts and terms they will understand easily and accurately.
- The ability to manage stressful conditions that include competing priorities, multiple constituents, and tight deadlines.

Education, Training and Experience

- Bachelor's degree in public administration or related field is required; a relevant advanced degree such as business management, or public policy may be helpful, and/or previous experience in rural municipal government with emphasis on experience preparing and managing a municipal budget is preferred. Grant writing and project planning is extremely desirable. Knowledge of the operation of Vermont municipal government, duties of municipal officials and State and Federal laws affecting municipalities also preferred.



Town Manager Middlebury, Vermont

The Town of Middlebury, Vermont serves as the shire town of Addison County, Vermont, and is located at the foothills of the beautiful Green Mountains in the Lake Champlain valley. This small college town is home to 9,152 residents (including Middlebury College students) and offers not only a welcoming and vibrant community for all to live and work in, but also a wonderful setting to explore.

The Town of Middlebury is seeking an experienced leader to serve as its next Town Manager. As the Town's Chief Administrative Officer, this position is responsible for working with the Selectboard to develop consensus on a clear vision for the Town and implement policies to achieve that vision. The Manager supervises department heads and works with them to establish short and long-range goals. The individual in this role ensures accountability for staff hiring, training, performance management, and retention. The ideal candidate must be a strategic thinker skilled at developing and balancing budgets and seeking innovative financing options and revenue sources to maximize the Town's success.

Desired Attributes and Characteristics

- Demonstrated ability to build and maintain effective working relationships with elected officials, staff, community groups, other jurisdictions, non-governmental organizations, private-sector entities, and the public.
- Possesses thorough knowledge of state and local laws pertaining to local government roles and responsibilities.
- Maintains cutting edge knowledge of local government management topics and municipal trends.
- Skilled in leadership principles and best practices related to employee motivation, communication, performance coaching and review, hiring, discipline, and conflict resolution.
- Ability to give staff autonomy to lead projects while providing guidance and support, as needed.

- Multi-tasker skilled at planning and forecasting service delivery priorities.
- Trained and experienced in cultural competence and diversity.
- Possesses a positive mindset and the ability to think outside the box.

Education & Experience

- Graduation from a four-year college or university with a major in public administration, or related field and considerable supervisory experience at a management level within a public sector organization, preferably in a municipal environment.
- Graduate degree in public administration or related field preferred or an equivalent combination of education and experience.

Pay Range: \$115,000 - \$135,000 (anticipated hiring range based on qualifications and experience)

Submit a letter of interest including a statement identifying major achievements and résumé to: Middlebury Selectboard, c/o Crystal Grant, Executive Assistant to the Town Manager, cgrant@townofmiddlebury.org, Town Offices, 77 Main Street, Middlebury, Vermont 05753.

Resumes will be reviewed as they are received with the initial position closing on July 31, 2024. For more information, visit www.townofmiddlebury.org.