

# CITY MANAGER



## CITY OF VERGENNES

The City of Vergennes is one of the historical cities in the United States. Chartered in 1788 and with only one square mile in diameter, the City of Vergennes is one of the smallest and oldest cities in the country.



Known for its iconic waterfall, the City of Vergennes has a 30 foot waterfall that flows through its historic downtown. The waterfall acts as the last stop for boaters who make their way up the Otter Creek from Lake Champlain. The 'basin,' or bottom of the falls, promotes commerce and maritime aesthetics that separate Vergennes from other communities.



Vergennes offers immediate access to the finest dining and shopping in Vermont, Lake Champlain, the Green Mountains, the City of Burlington, and a phenomenal education system.

## THE POSITION

The City of Vergennes is seeking a City Manager to help guide this proud western Vermont community toward continued success. The City is looking to fill an Interim City Manager position followed by a City Manager position.

Vergennes is ideally situated between Lake Champlain, the Green Mountains, and the City of Burlington. The City has worked to maintain great fiscal health while maintaining this beautiful community. The prior City Manager of 30 years has retired and the City is looking to transition to a candidate that will drive the community through its next chapter.

Appointed by, and reporting to the Mayor and the City Council, the City Manager is responsible for and supervises the Police Dept., Public Works Dept., Administration, Municipal Swimming Pool, Fire Dept., and Wastewater System. Other supervisory duties include oversight of multiple funds that total \$3.5 million in operating expenses and management 17 fulltime employees.



## CHALLENGES



Infrastructure: The City has aging wastewater infrastructure and a limited stormwater infrastructure. The incumbent will be vital in coordinating engineer and grant services in solving the complex infrastructure needs of the City.

Community: There are many diverse stakeholders throughout the City that have various needs. The incumbent must be a proficient communicator and have the ability to plan and prioritize the needs of multiple stakeholders efficient and respectfully.



Modernizing City Functions: The incumbent must be a forward thinking government professional that has the ability to align City operations with new best practices and innovative standards.

Multiple Tasks: Being a small community, the City of Vergennes has limited administrative resources. From time to time, the incumbent

works alongside administrative staff to ensure timely completion of financial, assessment and other crucial administrative functions.

## IDEAL CANDIDATE

The City of Vergennes is seeking an experienced, hard-working local government professional who has a collaborative working style and is comfortable engaging with staff and the community. The successful candidate has fresh, innovative ideas, and provides informed and thoughtful recommendations to the City Council.

The ideal candidate is a strong leader who creates an environment of collaboration, hard-work, accuracy, and innovation. The City Manager must be able to work with a 7 member City Council and various boards and committees. In addition, the incumbent must be able to provide a diverse range of administrative support while critically thinking to continually and proactively solve problems.



## QUALIFICATIONS

The requirements for the position include any combination of education and experience equivalent to a bachelor's degree in public administration or related field and five years of municipal supervisory experience.



Preferred qualifications include a master's degree in public administration or related field and at least three years of prior experience as a City/Town Manager in the State of Vermont.

## COMPENSATION

The Salary range for this position is \$75,000-\$85,000, depending on qualification, with an excellent benefits package.

## HOW TO APPLY

The City is looking for an Interim City Manager and City Manager. The Interim City Manager will help the City for a 2-6 month period until the City can fill the City Manager position. The Interim City Manager may also apply for the City Manager position.



Completed employment applications, resumes and letters of intent must be sent to Mayor Lynn Donnelly:

By Mail:

(OR)

By Email:

PO Box 35  
Vergennes, VT 05491

[lynnjackson@vtregroup.com](mailto:lynnjackson@vtregroup.com)

In your application, please distinguish whether you are applying for the Interim City Manager OR City Manager position.

For more information, visit [vergennes.org](http://vergennes.org).