

Reports to: City Council

Salary Range: \$60,000 - \$85,000 Salary DOQ/E

Position Type: Full-Time

How to Apply: Send cover letter and resume to VergennesCityCouncil@vergennes.org

Deadline to Apply: April 16, 2018

Overview:

The City of Vergennes, Vermont (population 2,500) provides a talented city management professional the opportunity to lead the day-to-day operation of Vermont's oldest city. Close to the shores of Lake Champlain and an easy drive to the college towns of Burlington and Middlebury, Vergennes is a thriving community situated in the heart of the Champlain Valley operating under a City Charter with a Council-Manager form of government. The City Council is comprised of a Mayor and six Council members who appoint a City Manager to manage operations. The City Manager has authority over the City's 17 full-time employees and is responsible for an annual operating budget of \$2,138,942.

Knowledge, Skills and Other Characteristics:

The successful candidate will possess a thorough knowledge of general municipal operations, practices and procedures, and considerable knowledge of municipal organizations and department operations including applicable laws and regulations. The successful candidate will have a working knowledge of budgeting, accounting and related statistical procedures; various revenue sources available to local governments, including State and federal sources; State laws as they apply to financial practices; basic personnel management practices and procedures.

Our City Manager must possess considerable skill in resolving disputes and complaints from the public, and have broad knowledge of economic development and community planning. He or she must also be able to analyze a variety of financial problems and make recommendations; coordinate a variety of financial administrative matters between mayor and department heads; communicate effectively verbally and in writing; establish and maintain effective working relationships with the Mayor, City Council, department heads, employees and the public.

To view the full job description for this position visit www.vergennes.org/-----

Qualifications:

Qualified candidates must have a Bachelor's degree in Business Administration or related field, with a Master's of Public Administration degree preferred; ten years progressively responsible experience in the management and administration of a municipal government; OR any equivalent combination of education and experience that demonstrates possession of the required knowledge and skills. Preference is given to those candidates with advanced degrees in afore-mentioned areas or other related fields, city management experience, and to those candidates that have supervisory experience and demonstrated experience in policy implementation. The City of Vergennes offers competitive salaries based on experience. Expected hiring range is \$60,000 to \$85,000 DOQ/E. The City provides an exceptional 100% employer-paid benefits package.