

ARLINGTON, VERMONT

TOWN ADMINISTRATOR

Salary $90,000 to $120,000

THE COMMUNITY

Arlington is a historic community of 2,500 people in the mountains of Southwestern Vermont. Located between two mountain ranges along the banks of the Battenkill, Arlington offers an outstanding quality of life to residents and visitors alike. With excellent K-12 local schools, strong youth recreation programs, and a vibrant sense of community, Arlington is attractive to those seeking a rural New England lifestyle in a quintessential Vermont community.

Arlington provides convenient access to the commercial centers of Manchester and Bennington, Vermont while offering residents diverse opportunities for outdoor recreation and community connection. Nationally renowned as a premier trout fishery, the Battenkill also anchors the Arlington Recreational Park featuring a 9-hole golf course, soccer fields, a dog park, and a spring fed swimming pond. With an iconic covered bridge defining the village center, it's easy to see why Arlington was the inspiration for Norman Rockwell's earliest work.

Arlington is governed by a five-member Selectboard that is elected at large and meets twice a month. The Selectboard provides broad policy guidance and looks to the Administrator to manage the day-to-day operations, identify opportunities for community enhancement, and implement Selectboard decisions.



THE CANDIDATE

The Selectboard envisions an energetic Town Administrator with strong interpersonal skills, an engaging communication style, and the ability to operate independently with broad direction from the Selectboard. They must be well organized, enjoy engaging with different types of people, and assembling the resources to solve problems, complete projects, and deliver services.

The Selectboard anticipates applicants with public sector experience, preferably in New England town government, though the board is open to non-traditional candidates as well. A bachelor's degree in a relevant discipline is preferred.

Prospective candidates should be able to demonstrate a working knowledge of local government; the ability to manage projects to successful completion; budget development and management experience; personnel experience; and a willingness to become part of the fabric of the community.





THE POSITION

The Town Administrator is responsible for facilitating the people, projects, and programs of the Town. They supervise department heads, implement the personnel policies, prepare and administer the Town budget, and serve as the chief grant writer and administrator. As the principal representative of the Town government, they are responsible for public relations and solving problems at the staff level wherever possible. They are expected to foster a collaborative environment in Town Hall and inspire public confidence in the Town government.

A particular focus is ensuring Selectboard meetings are efficient and effective. Agendas should be well organized with clear materials and action items for consideration. To the extent practical, Selectboard meetings should be focused on policy matters requiring the board's attention so that the Administrator can advance the projects and priorities of the Selectboard in between meetings.

The Administrator works closely with a small team in Town Hall. The elected Town Clerk, the appointed Town Treasurer, a Land Use Administrator, Administrative Assistant, and the Town Administrator form the nucleus of the Town Hall staff. A three-member highway department, a Recreation Operator, and a Chief Water Operator round out the full-time employees. The Town's budget is $2,052,184.

A detailed job description is available at www.arlingtonvermont.org.

COMPENSATION AND QUALIFICATIONS

The anticipated starting salary is between $90,000 and $120,000 depending on qualifications and experience. Candidates should have a reasonable commuting distance as the role will require attending in-person meetings and events beyond the regularly scheduled work week. The benefits package includes participation in the Vermont Municipal Employees Retirement System (VMERS) defined benefit program (Group B); 90% employer contribution to health insurance or $5,500 in lieu of insurance.



THE PROCESS

Recruitment is being managed by the Vermont League of Cities and Towns. The League will conduct an initial screening of qualified applicants and the Selectboard will hold two rounds of interviews, the second of which will be in person. To apply, please send a PDF formatted resume and cover letter via email to:

Dominic Cloud at dcloud@vlct.org

Mr. Cloud can also be reached via phone or text at (802) 309–1775. Resume review will begin on November 30, 2026 and interviews will be held in December.