Town Administrator

Town of Arlington, Vermont

Position Overview

The Town Administrator serves as the chief administrative officer of the Town of Arlington and acts as an agent of the Select Board. This role is responsible for implementing the policies, priorities, and directives established by the Select Board and for ensuring the effective, compliant, and efficient operation of town government. The Select Board retains legislative and policy-making authority, while the Town Administrator retains responsibility for day-to-day operational management and execution.

This is a full-time, professional leadership position requiring collaboration across all town departments, engagement with residents and regional partners, and a strong commitment to public service. Evening attendance at Select Board meetings (typically twice per month) is required.

Compensation will be determined by the Select Board and is commensurate with experience and qualifications, with an anticipated salary range of $80,000–$120,000.

Key Responsibilities

Executive & Board Support

- Serve as the primary advisor and administrative agent to the Select Board.
- Carry out directives and policy decisions of the Select Board in a timely and effective manner.
- Prepare agendas, reports, and supporting materials for Select Board meetings as directed.
- Attend Select Board meetings and other meetings as appropriate.
- Ensure compliance with Vermont public meeting laws and public records requirements.

Financial Management & Budgeting

- Provide oversight and direction to the Town Treasurer to ensure the accurate, timely, and compliant execution of all financial functions.
- Ensure preparation of monthly financial reports, including analysis and recommendations, for presentation to the Select Board.
- Ensure two-way reconciliation of all town financial accounts and the integrity of financial controls.
- Coordinate with all departments and the Town Treasurer to support the development, administration, and monitoring of the annual town budget.
- Review town financial operations for efficiency, accuracy, internal control effectiveness, and compliance with all applicable local, state, and federal regulations.

Operations & Administration

- Assess the town's operational needs on an ongoing basis and communicate findings and recommendations to the Select Board.
- Coordinate and oversee town-wide projects, working closely with department heads and employees.
- Department heads report directly to the Town Administrator, who is responsible for their supervision, coordination, and performance oversight.

- Supervise and coordinate the maintenance and management of town-owned facilities.
- Oversee administrative support functions for the Select Board, as directed.

Human Resources & Organizational Development

- Coordinate and track training for town employees.
- Update, develop, and implement clear, compliant, and effective personnel policies for town employees.
- Maintain personnel records, including hire dates and performance review schedules.
- Prepare and publish employment opportunity notices at the direction of the Select Board.
- Delegate appropriate tasks and operational functions to town employees and support the continued development and clarification of defined staff roles and responsibilities.
- Support performance management processes and promote best practices in municipal workforce administration.

Procurement, Contracts & Compliance

- Prepare, distribute, and publish Requests for Proposals (RFPs) and manage incoming bids.
- Review town bylaws, ordinances, policies, and procedures for completeness, consistency, and legal compliance.
- Propose updates and improvements to policies and procedures as needed.

Grants & External Relations

- Research and identify grant opportunities for all town departments.
- Prepare, submit, and manage grant applications as directed by the Select Board.
- Serve as liaison to the Town Attorney, law enforcement agencies, and regional, state, and federal partners.

Communications & Community Engagement

- Serve as a key point of contact for residents, community organizations, and the media.
- Oversee the town's website to ensure it is current, accessible, and compliant with legal and best-practice standards.
- Assist the Select Board with economic development initiatives, community relations, recreation, and special projects.
- Coordinate community events and public-facing initiatives.

Emergency Management

- Respond to emergency management incidents and critical events.
- Serve as a central coordination point during emergencies, working with local, regional, and state partners.

Other Duties

- Perform other duties as assigned by the Select Board.

Qualifications

Required Qualifications

- Bachelor's degree in public administration, business management, human resources, or a related field, or equivalent experience in municipal government, business management, or non-profit administration.
- Grant writing experience.
- Strong organizational skills with the ability to manage multiple priorities and deadlines.
- Excellent written and verbal communication skills.
- Ability to communicate effectively with elected officials, staff, governmental agencies, residents, and the media.
- Working knowledge of municipal, state, and federal laws, regulations, and compliance requirements.
- Proficiency in Microsoft Office Suite, accounting systems, and standard business applications.

Preferred Qualifications

- Prior experience as a Town Administrator, Town Manager, or senior municipal leader.
- Familiarity with Vermont municipal law and governance structures.
- Experience in budget development, capital planning, and facilities management.
- Background in community engagement, economic development, or emergency management.
- Experience with continuous improvement or project management frameworks such as 4DK (Four Disciplines of Execution), Agile methodology, or Six Sigma, including the use of data-driven decision making and performance metrics.

Work Environment & Expectations

- Full-time position with occasional evening meetings.
- Availability outside of normal business hours to respond to urgent town matters, with flexibility to arrange coverage when appropriate.
- The Town Administrator will be evaluated annually by the Select Board against agreed-upon goals, performance standards, and community priorities.
- Collaborative, public-facing role requiring professionalism, discretion, and sound judgment.

Equal Opportunity Statement

The Town of Arlington is an equal opportunity employer and encourages applications from individuals committed to public service and inclusive community leadership.