

HELP WANTED: TOWN ADMINISTRATOR POSITION

The Town of Marlboro, Vermont is looking for a Town Administrator to coordinate local governmental activities under the direction of the Marlboro Select Board. The Town Administrator will not have ultimate decision-making capacity but will work under the Select Board which will maintain legal and administrative responsibility for all decisions.

Duties as directed by the Select Board include, but may not be limited to:

- Internal coordination between town departments and boards
- Communication among federal, state, and county entities including Vermont League of Cities and Towns
- Human Resources for town employees
- Grant Writing to bring funding to town from State and local resources
- Administration of the municipal website
- Administration of ARPA funding in collaboration with other municipal officials
- Coordinating activities as dictated by the Select Board.
- Work with Select Board Assistant to maintain Select Board files and records
- Maintain a Select Board duties manual to assist new Select Board members in their integration onto the Board

The position, at present, will be part time, approximately 20 hours per week. While hours are flexible, the position would require approximately 10-15 hours per week at the Town Office with the remainder of time working from home/off-site. As the position evolves, there may be an increase in work time.

Applications are available at the Marlboro Town Office, 510 South Road, Marlboro, VT., or online at marlborovt.us, by calling 802-257-0252, or send resume & cover letter via email at Jobsmarlboroselectboard@gmail.com.