



TOWN OF MILTON, VERMONT 05468-3205

Town Manager's Office • 43 Bombardier Road • 802-893-6655 • FAX: 893-1005

Employment Opportunity- Town Manager

The Town of Milton, Vermont seeks an engaging and collaborative Town Manager. Milton (pop. 10,700) is located in northwest Vermont on the shores of Lake Champlain, just minutes from Burlington, and is known as a wonderful location for families and businesses to grow. Due to the town's population growth during the last census period, it is now the eighth largest community in Vermont.

The Town Manager reports to a five-member Selectboard and is responsible for the daily operations of the town. The Manager develops and administers a \$10 million budget that includes water and sewer utilities. He or she also oversees all personnel, financial, public works, public safety, and community relations matters. The Town of Milton employs approximately 70 employees and depends upon many volunteers. Please see the town's website, <http://miltonvt.org> for a detailed job description and the town's governance charter.

Hiring range is \$85,000 to \$100,000, based on qualifications, with an excellent benefits package. College degree is required; degree in public administration, business administration, or related field is preferred. Experience with tax increment financing (TIF) is a plus. Ten years of progressively responsible experience in municipal government and public finance or equivalent is required; experience as a town manager is a plus. The Selectboard expects the Town Manager to take up residence in the town within one year of beginning employment.

To apply, please email a confidential cover letter, resume, and contact information for three professional references to jpalasik@town.milton.vt.us with Milton in the subject line. You also may mail your documents:

Milton Town Manager Search
C/o Selectboard Clerk, John Palasik
43 Bombardier Rd. Milton, VT 05468

Applications must be received by May 25, 2017 deadline.

The Town of Milton is an equal opportunity employer.

TOWN OF MILTON **Job Description**

Title: Town Manager

Date: January 14, 2015

Department: Administration

Reports to: Selectboard

OVERVIEW OF POSITION

This is a highly responsible position answering to the Selectboard to oversee the operations of municipal government in the Town of Milton.

Work involved responsibility for planning, organizing, directing and evaluating the performance of municipal operations with other professionals within and outside Town services in a competent and professional manner. Work also involves determining department plans for operation and supervising appointed department heads in an effective, efficient and equitable oversight of the various departments through respective department heads. Work is performed with significant independence in interpreting and applying the Town Charter, Administrative Code, policies, rules, and regulations under the overall direction of the Milton Selectboard. The appointment to this position and performance review is made by the Selectboard based upon the Charter of the Town of Milton.

ESSENTIAL JOB FUNCTIONS

(The following are illustrative of the duties and responsibilities associated with this position and are not intended to be all-inclusive.)

Plans, organizes, and directs the programs and activities of general municipal government that involve one or more departments at the request of the general public, Selectboard, outside organizations or department(s);

Regularly reports to the Selectboard and Departments on the status of issues in progress within government operations;

Assists in the preparation of Selectboard agendas for regular and special meetings and is ultimately responsible for the timeliness, quality and adequacy of supportive information for the same;

Prepares and oversees the annual budget document for consideration by the Selectboard for presentation to the general public according to the Town of Milton Charter;

Works on collective bargaining agreements in various stages of negotiations and implementation;

Interacts with citizens, municipal officers, representatives from other communities and with other levels of government in a manner that positively reflects on the Town of Milton;

Interacts with department heads and staff to establish goals and objectives for each department and senior level staff members, as appropriate. This includes

formulating plans, professional goals, and evaluations and, when necessary initiating discipline to see corrective action by these individuals;

EDUCATION AND EXPERIENCE

Must hold an undergraduate degree in Political Science, Public Administration, Business Administration, Planning or Civil Engineering with a Master's Degree preferred in Public or Business Administration with not less than ten years increasingly responsible experience in municipal government.

In lieu of the above, any equivalent combination of training and experience that provides the following knowledge, abilities and skills may be considered at the discretion of the Town.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles and practices of modern municipal service operations and local government within the Selectboard-Manager form of government;

Thorough knowledge of the standards by which various municipal departments function and work cooperatively with the same including, but not limited to:

Assessor;

Elected Clerk/Treasurer;

Elected Library Board of Trustees;

Finance;

General administration (risk mgt./legal/purchasing/human resources);

Planning and Zoning;

Police;

Public Works (including user supported Water and Wastewater utilities);

Recreation;

Volunteer Fire and Rescue.

Thorough knowledge of the applicable Federal Regulations, State Statutes, the Town of Milton Municipal Charter, the Town of Milton Administrative Code and case law that pertains to daily municipal operations;

Ability to prioritize issues and present them to the Selectboard and public in a succinct and easily understood manner through written and verbal presentations;

Ability to plan, organize, direct and evaluate the work of other appointed professionals working for the Town of Milton;

Ability to establish and maintain effective working relationships with public officials in Town and at other levels of government and the public;

Must be able to effectively communicate verbally and in writing, and be able to make effective public presentations;

Ability to effectively lead the departments through use of different leadership tools to instill the confidence of subordinates and the community.