

Town of Shelburne

Town Manager

The Town of Shelburne, Vermont (pop. 7800) seeks a collaborative and creative professional full-time Town Manager. The Town has a combined budget of just over 14 million dollars and approximately 70 municipal employees. Shelburne is a quintessential and picturesque New England community situated on the shores of Lake Champlain just minutes from the cultural, educational and world class medical facilities in the eclectic city of Burlington. Shelburne prides itself on its commitment to sustainability and diversity.

The Town manager is responsible for supervising and coordinating the overall operations of the Town, and managing the day-to-day affairs under the general direction of a five-member Selectboard as provided for by Town Charter and Vermont state statutes. A detailed job description and position profile are available at <https://www.shelburnevt.org/237/Human-Resources>.

The successful candidate will have a minimum of a bachelor's degree from an accredited college in business administration or public administration, along with four to six years of relevant financial and administrative experience, or an equivalent combination of experience and training. Municipal government experience in an administrative or managerial capacity is preferred. Salary range is \$105,000 to \$125,000, commensurate with experience and training. Excellent benefits are offered.

To apply, please email a cover letter and resume, as one PDF attachment, in confidence, to municipal.recruitment@vlct.org with 'Town of Shelburne' as the subject. Cover letter should identify how you learned of the position opening. Priority consideration will be given to applicants who submit cover letter and resume by Friday, January 27th, 2023, however, the position will remain opened until filled.

Shelburne is an EOE/AA/Equal Access Employer.