

Town Administrator

The Town of Berlin, Vermont (pop. 2,867) seeks an engaging, collaborative and dynamic Town Administrator. Berlin is located between the capital city of Montpelier and the city of Barre in central Vermont. It hosts both the traditional rural setting of Vermont with a large commercial presence consisting of retail and industrial. It is the home of Central Vermont Medical Center, the Knapp State Airport, the headquarters of Blue Cross/Blue Shield of Vermont as well as other well-known businesses.

The Administrator reports to a five member Select Board and is responsible to carry out the policy decisions of the Board and the day to day operations of the town. The town has an annual municipal budget of \$3.2million in general operating funds. The Town Administrator serves as the chief administrative officer for the Town and oversees the Administrative, Highway and the fiscal affairs of the Police department. There are 16 full time employees and 3 part time employees. A detailed job description is available at www.berlinvt.org

Salary range is negotiable. The Town does offer an excellent benefit package. A Bachelor's degree is desired in Public Administration, business administration, or a relevant field. Five years previous experience in municipal government is desired.

Applicants are encouraged to send a confidential cover letter and resume to:

Brad Towne, Selectboard Chair
Town of Berlin
108 Shed Road
Berlin, Vermont 05602

Or they may be submitted via email to: treasurer@berlinvt.org

Resumes and letters for this position will be accepted until September 4, 2020