

NOTICE

TOWN of EAST MONTPELIER, VERMONT TOWN CLERK POSITION OPENING

Search reopened: The Town of East Montpelier is seeking a creative, community-oriented leader to serve as Town Clerk. This is an exciting, challenging, multi-faceted, high-profile town government position. We need a team player whose skill set includes records management, organization, and comfort with a wide variety of data management software. The ability to interact successfully with the public is an absolute must. Town residency not required; considerable local knowledge preferred. Full-time position; pay is commensurate with knowledge and experience; generous benefit package.

This is a first-of-its-kind opportunity. Under our recently amended town governance charter, the town clerk position became an appointed, rather than elected, office on July 1, 2017. This is essentially a newly created town job with a formal job description, subject to the town's personnel policy and eligible for all standard benefits. The person offered the job will be, after acceptance, appointed to serve the remainder of a one-year term, through June 30, 2018, as the town clerk.

For consideration, submit a cover letter, resume detailing work history, and three references to the Town Clerk Selection Committee at:

P.O. Box 157, East Montpelier, VT 05651

(802) 223-3313 x 204

eastmontadmin@comcast.net

The Selection Committee will review the applications, interview qualified candidates, and forward recommendations to the Selectboard until the position is filled.

For more information, including a job description, contact Town Administrator Bruce Johnson using the options listed above or see:

<http://eastmontpeliervt.org/em-town-clerk-position-opening/>

East Montpelier is an Equal Opportunity Employer.