

NOTICE

TOWN of EAST MONTPELIER, VERMONT TOWN CLERK POSITION OPENING

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 will become 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 a one-year term as the town clerk.

For consideration, submit a cover letter, resume detailing work history, and three references by **5:00 p.m., Monday, June 19, 2017**, 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 begin the consideration of qualified applicants at its June 12, 2017 meeting with the intention of providing recommendation of qualified candidates to the Selectboard by June 26, 2017.

For more information, including a job description, contact Town Administrator Bruce Johnson using the options listed above. East Montpelier is an Equal Opportunity Employer.