

# Municipal Coordinator

## Town of East Montpelier, VT

The Town of East Montpelier is looking for someone with excellent customer service skills and office administration, who is organized and motivated.

The Municipal Coordinator is a key role for the town office both in supporting the office and providing excellent customer service in interactions with the general public. Tasks include responding to customer inquiries, organizing mail, ordering of office supplies, liaison for office building support services, zoning permit data entry, maintaining official municipal records, issuing various licenses, supporting elections, accounts payable entry, processing warrants and office technology support. This position provides support for all staff of the town office.

A high school diploma with two years of office administration or an Associate's degree is preferred. Knowledge of municipal government and highly proficient computer skills is a plus.

Follow this link for more information, including a job description:  
<https://eastmontpeliervt.org/municipal-coordinator-job-opening/>

This is a full-time nonexempt position for 35 hours per week. Compensation to be determined based upon qualifications and experience with a range of \$22/hour to \$25/hour. The position is eligible for a full benefits package, including but not limited to paid time off, medical coverage, dental coverage and retirement benefits.

The office is open from 9 a.m. to 5 p.m. Monday through Thursday and 9 a.m. to 12 p.m. on Friday. This position is responsible for opening and closing the office with working hours including time to open and time to close the office, less any time taken for breaks.

Job posting will remain open until the position is filled.

For consideration, submit a cover letter, resume detailing work history, and names of three references by **5:00 p.m., Monday, June 5, 2023**, to the Town Administrator at [manager@eastmontpeliervt.org](mailto:manager@eastmontpeliervt.org).

Equal Opportunity Employer.