

Municipal Coordinator

Town of East Montpelier, VT

The Town of East Montpelier is seeking an organized and motivated candidate to serve as our Municipal Coordinator. The current Municipal Coordinator is moving out of the state to be closer to family. This is a full-time position. Pay is commensurate with knowledge and experience with a generous benefit package. Town residency is not required.

The Municipal Coordinator supports the town office and public works team. This position is a key role requiring excellent customer service skills. Daily tasks include responding to customer inquiries, organizing mail, ordering of office supplies, office management, IT support, zoning permit data entry, maintaining official municipal records, issuing various licenses and documents, supporting elections, accounts payable entry and check processing.

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 pay rate of \$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 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., Thursday, February 15, 2024**, to the Town Administrator at manager@eastmontpeliervt.org.

Equal Opportunity Employer.