

Town Manager Position

The town of Brandon is looking for a Town Manger.

The town manager is appointed by and reports to the five-member Town Selectboard. The Town Manager is the government's Chief Executive Officer that appoints and oversees the administrative and operating staff. The Town Managers responsibilities includes:

- Supervising the administration of the Town of Brandon's affairs.
- Ensuring the ordinances of the Town and the laws of the state are enforced.
- To develop, maintain and improve key stakeholder relationships within the outside community.
- Sign all contracts, deeds, or leases that the Selectboard may authorize and make recommendations to the Selectboard concerning affairs of the Town as they seem appropriate and desirable.

A successful candidate will have a combination of knowledge and experience that demonstrates the ability to perform the work, including the following:

- A minimum of 5 years' experience in government or similar public sector organization.
- The ability to develop and maintain working relationships with elected officials, senior staff, boards or commissions, and employees, positively and professionally is required.
- A Demonstrated passion for engaging and working professionally and respectfully with others, including a diverse resident population and business community.
- Excellent problem- solving and financial skills that include budget preparation, and project management experience is desired.
- Keeping the Selectboard advised of the financial conditions, as well as the current and future needs of the town.
- The ability to prepare and submit the annual budget estimate.
- The ability to prepare and submit required reports to the Selectboard.

The ideal candidate will have the following characteristics and traits:

- Team- oriented and approachable management style that can balance both direct decision making and delegation of decision as appropriate.
- Openness to competing points of view and capacity to accept criticism without defensiveness.
- Clearly understanding the needs, challenges, and priorities for our growing communities.
- The ability to motivate an organizational culture that embraces innovation, creativity, and excellence.
- A strong sense of accountability to both the public and the elected officials. Integrity that demonstrates professional and personal characteristics of impeccable behavior, that meets the highest ethical standards.
- Demonstrates high-quality services, with continual improvement of operations, policies, and procedures.

The starting salary for the position is \$80,000 to \$100,000 depending upon qualifications and experience. Residency is strongly preferred. Submit resume, cover letter, and contact information for

three professional references by close of business March 24, 2023. Any questions regarding recruitment please contact Tracy Wyman at Twyman@townofbrandon.com

Submit to:

Town of Brandon

C/O Selectboard vice chair Tracy Wyman

49 Center St

Brandon, VT 05733

The Town of Brandon provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.