

TOWN OF LONDONDERRY

Town Administrator

The Town of Londonderry is seeking a highly motivated and organized individual with strong communication skills for the position of Town Administrator. The Town Administrator plays a key role in the management and oversight of town business, working closely with the select board. Tasks include: scheduling, developing and implementing town projects and initiatives, assisting with the preparation and administration of operating budgets, coordinating the work of boards, committees and commissions, ensuring compliance with all applicable laws and regulations, interfacing with other government agencies, the public, performing website updates, oversight of personnel matters, and grant research, writing and administration.

This is a full-time position with benefits. Attendance at certain evening meetings is required. Salary is commensurate with experience. A full job description is available on the town website: www.londonderryvt.org.