

TOWN OF GRAFTON TOWN ADMINISTRATOR

The Town of Grafton is seeking a professional, enthusiastic and organized Town Administrator to assist the five-member Selectboard in serving the needs of the Town,. The TA implements Town policies, facilitates communication among members of the Selectboard and other employees, government entities and citizens, and serves as the Selectboard's representative. The TA performs complex clerical, research, and administrative duties requiring considerable decision making, a knowledge of and capacity to learn VT State Laws governing municipalities and officers and a thorough understanding of the needs and responsibilities of the Town and its departments.

The Town seeks an individual with excellent communication, research, collaboration, customer service, and organizational skills. The TA works a thirty-four (34) hour work week that includes attending night meetings as necessary.

The Town of Grafton offers an excellent array of benefits, including: Retirement with VMERS, 12 paid holidays, ten days' vacation initially, 56 hours sick leave annually, currently 95% of cost of healthcare, and contribution toward dental insurance.

Persons wishing to apply for this position should submit a letter of interest accompanied by their resume'.

For complete job description see Grafton website, Announcements page at https://graftonvt.org/?page_id=164

Applicants may seek further details by contacting Grafton Town Clerk, 802-843-2419 or by email krecord@graftonvt.org or Grafton Administrator, 802-843-2552 townadmin@graftonvt.org or submit their letter of application accompanied by their resume' in person at 117 Main Street Grafton or by mail at PO Box 180, Grafton, VT 05146

Application review will begin upon receipt. Interviews may begin prior to the application deadline of 4:00 P.M., Thursday, September 15, 2022. However, all applications received by this deadline will be given due consideration.

The Town of Grafton is an Equal Opportunity employer.