

TOWN OF GRAFTON TOWN ADMINISTRATOR

The Town of Grafton is seeking a qualified person to serve as Town Administrator. The Town Administrator (TA) is an employee of the Town of Grafton (Town) and serves at the will and discretion of the Selectboard performing administrative duties and, when requested and as provided in job description, serving as its representative. The TA shall implement the policies decided upon by the Selectboard and facilitate communication among members of the Selectboard and other employees, government entities and citizens. The TA performs complex clerical duties requiring considerable decision making, a knowledge of VT State Laws governing municipalities and officers and a thorough knowledge of the needs and responsibilities of the Town and its departments. The TA is expected to work a thirty-four (34) hour work week and attend night meetings as necessary.

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

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

Deadline for applications is 4:00 P.M., Thursday, September 15, 2022

The Town of Grafton is an Equal Opportunity employer.