

## **TOWN MANAGER THE TOWN OF HARTFORD, VERMONT**

This is an exciting opportunity for a seasoned management professional to live and work in a vibrant and dynamic community in the State of Vermont. The Selectboard is seeking a progressive, innovative and professional Town Manager to lead the Town into the future.

The successful candidate for the position of Town Manager of the Town of Hartford should meet the following criteria:

- Possess a Bachelor's degree in public administration, business administration, political science, or a related field from an accredited college or university. A Master's degree in a related field is preferred.
- Display evidence of continued professional development such as designation as an ICMA Credentialed Manager.
- Have proven and demonstrated executive-level management experience with a minimum of five to seven years of progressively responsible experience as a Manager or Assistant Manager in a municipality of similar size and complexity (50 or more employees).
- Have experience in finance, budgets and economic development.

The Town Manager is the Chief Executive Officer of the Town appointed by a majority of the Selectboard.

The Town Manager is a responsible administrative position that manages the affairs of the Town of Hartford, Vermont, under the direction of the Selectboard. Pursuant to the powers set forth in 24 V.S.A. Chapter 37 and 24A V.S.A. Chapter 123A of the Vermont statutes, the Town Manager shall have general supervision of the affairs of the Town, be the administrative head of all departments of the Town government and shall be responsible for the efficient administration thereof.

The Town Manager will as a normal course of his/her affairs be required to conduct or participate in official meetings of the Selectboard over the normal course of the year. Such meetings may take place in all types of weather conditions throughout the year (day, night, heat, cold, etc.)

Hartford is in the heart of the beautiful and prosperous "Upper Valley," a region that is home to several renowned educational and medical facilities including the US Veterans Administration Hospital, Dartmouth-Hitchcock Medical Center, Dartmouth College and Geisel School of Medicine, Tuck Business School, Franklin Pierce College, Granite State College and the Community College of Vermont.

The Town of Hartford operates under a Charter amended in 2011 (see Town website). The residents and Selectboard are all in full support of the form and of the Town Manager position. The Selectboard members are elected at large. For four members the term of office is four years and for three members the term of office is three years. The next Selectboard election will be in March, 2016.

The Selectboard constitutes the legislative body of the Town for all purposes required by statute except as otherwise provided in the Charter.

The total current budget for the Town and School District is \$51.8M. The Town budget is approved annually at a Town Meeting.

The starting annual salary will be market competitive depending on the qualifications and experience of the selected candidate. An excellent fringe benefit plan will be provided as well. Reasonable relocation expense reimbursement will be negotiated.

This position is open until filled. First review of candidates will occur on **November 20, 2015**.

Confidential resumes should be sent by close of business on **December 19, 2015**, to **James L. Mercer, President/CEO, The Mercer Group, Inc., 5579B Chamblee Dunwoody Road, #511, Atlanta, GA 30338. VOICE: 770-551-0403; FAX: 770-399-9749. E-Mail: jmercer@mercergroupinc.com; Website: www.mercergroupinc.com**

*The Town of Hartford is an Equal Opportunity Employer. The Town of Hartford does not discriminate on the basis of race, color, religion, creed, sex, gender, sexual orientation, age, marital status, national origin, political ideas or disability in employment or in the provision of services.*

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