

TOWN ADMINISTRATOR

The Town of Chelsea is seeking an objective, ambitious, and impartial person as their Town Administrator.

The TA serves as principle support for the five-member selectboard and works closely with them to manage the administration of the town by monitoring finances, advising on policy and decisions, managing or overseeing projects, securing grants and funding, and representing the town and the selectboard to residents and external audiences. She or he works to ensure effective communications and operations among departments, residents, and other parties at all levels including elected and appointed officials, town employees, and regional, state, and federal partners. The wide range of responsibilities under the purview of this position includes administration, financial, public relations, policy and law, and planning and development.

This is a part time, hourly position, 20 hours per week with the potential to expand to 30 hours per week. The flexible schedule requires attendance at night meetings, all selectboard meetings, and Town Meeting. Some travel, generally in state, is required.

A degree in Public Administration or related field or experience in Municipal Government is preferable.

Salary is negotiable, based on experience and taking into consideration the Town's budget. This is an exciting opportunity to work in a wonderful community of engaged residents. A complete job description is posted at www.chelseavt.org.

Interested and qualified candidates should email a resume and cover letter to the attention of the Selectboard to [town.clerk @chelseavt.us](mailto:town.clerk@chelseavt.us) , with "Town Administrator Search - (your last name)" as the subject line.