

City Manager

Essex Junction, Vermont

The newly created City of Essex Junction is seeking a forward-thinking leader to serve as our first city manager. The ideal candidate will possess exceptional management and leadership skills with a strong desire to foster community and build relationships. Applicants must have a minimum of a Bachelor's degree in an appropriate discipline, plus 4 to 6 years in municipal administration.

Essex Junction operates under a council/manager form of government, and the five-member council appoints the manager. The city's current population is 10,590 and there are 55 full-time employees, with an estimated \$9.3 million municipal budget. The Trustees are seeking applicants with strong experience in municipal budgeting, project management, public engagement, and team supervision. The manager will oversee the operations of eight municipal departments, including a water treatment utility that serves three communities, and a full administration team including a City Clerk, Communications & Strategic Initiatives Director, Finance Director, and Human Resources Director. This position will require the individual to be involved in a wide range of activities including, but not limited to: managing multi-million dollar infrastructure projects, budgeting, hiring, training, supervising, and evaluating.

We're seeking a dynamic, innovative leader who shares our progressive values and who is genuinely excited by the prospect of being the first manager of our new city government.

Compensation will be in the \$105K-\$130K range commensurate with experience and qualifications. Excellent health, dental, retirement benefits, tuition reimbursement, and paid leave. Workdays and hours vary. For Community Profile, Ideal Candidate Summary, and job description please visit our website at www.essexjunction.org.

To apply please submit the following materials:

- Cover letter (PDF Format)
- Resume (PDF Format)
- Response to the following questions (short essay – approximately ½ page each):
 - Question 1: What excites you about being the first manager of the new City of Essex Junction?
 - Question 2: What steps have you taken at your current (or last) employer to create an inclusive work environment? How did you navigate this opportunity?

Once all materials have been prepared, please click on "Apply for this Job" at:

<https://essexjct.bamboohr.com/jobs/view.php?id=85&source=essexjunction>