

# TOWN OF MONKTON

## TOWN ADMINISTRATOR

The Town of Monkton is seeking qualified applicants for Town Administrator. The Town Administrator is a highly responsible administrative position supervising and coordinating the overall operations of the Town. The Town Administrator's mission is to support the Selectboard in carrying out its duties and responsibilities. This job is a salaried position as defined in the Town's Personnel Policy and subject to employee benefits as defined therein. It is expected to be performed under normal office conditions for a minimum of twenty-two (22) hours per week. Three years experience in local government planning or administration, or equivalent experience in business or government preferred. Salary of up to \$35,000 depending on experience and qualifications. A full job description is available at Town Hall or online at [monktonvt.com/town-admin](http://monktonvt.com/town-admin).

To apply fill out an application at [monktonvt.com/apply](http://monktonvt.com/apply) and submit with a resume to [selectboard@monktonvt.com](mailto:selectboard@monktonvt.com) or mail to P.O. Box 12, Monkton, VT 05469-0012.

Applications are due by August 9, 2022.