



Job Announcement – Assistant Town Administrator

(Hinesburg, VT – November 5, 2017) - The Town of Hinesburg, Vermont seeks capable, qualified and collaborative applicants for the position of Assistant Town Administrator. The Assistant Town Administrator reports directly to the Hinesburg Town Administrator and supports him or her in the implementation of a variety of Town administrative duties, as assigned. The position is full time and it is expected that the successful candidate will work at the Hinesburg Town Office five days a week from 8:00 a.m. – 4:00 p.m., and be available for evening meetings.

A cover letter, resume and at least three professional references are due to Renae Marshall, Town Administrator, by Monday, November 27, 2017. Application materials should be submitted electronically to rmarshall@hinesburg.org.

The anticipated hiring range is between \$42,000 - \$50,000 plus a comprehensive benefits package. The Town of Hinesburg is an Equal Opportunity Employer and women and minorities are encouraged to apply. A full job description can be found at www.hinesburg.org/employment.html.

Hinesburg, with a population just under 4,500, is a vibrant and actively engaged community located in northwestern Vermont. Nestled against the edge of the Green Mountains, southeast of Burlington, Hinesburg is in close proximity to many sources of outdoor recreational opportunities as well as the services and cultural events that the Greater Burlington area provides. The Hinesburg Town staff is a team-oriented group of people, many of whom have a long history of serving the community.