



## Town of Hinesburg

10632 Route 116 Hinesburg VT 05461

802.482.2281 | [hinesburg.org](http://hinesburg.org)

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### Job Announcement – Town Administrator

**(HINESBURG, VT – May 18, 2017)** - The Town of Hinesburg, Vermont (pop. 4,396) seeks a capable, qualified, and collaborative Town Administrator. Hinesburg is a vibrant and engaged community located in southern Chittenden County, less than a half an hour from Burlington, Lake Champlain, and an array of outdoor amenities and activities.

The Town Administrator reports to a five-member Select Board and is generally responsible for the daily operations of the town, including but not limited to: personnel, financial management, project management, and budgeting. The Town Administrator supervises 22 full-time equivalent employees and a general fund budget of nearly \$3.5 million.

A full job description is posted on the town website at [hinesburg.org](http://hinesburg.org).

Requirements include: a Bachelor's degree in public administration, business management, or relevant field, with a Master's degree preferred, and a working knowledge of municipal practices, budgeting, finance, and communications. Previous experience in municipal government is desired.

Salary dependent upon experience.

To apply, please email a cover letter, resume, and at least three professional references no later than June 23, 2017 to [rmarshall@hinesburg.org](mailto:rmarshall@hinesburg.org) with, "Town Administrator" as the subject.