



# TOWN MANAGER RECRUITMENT

## THE OPPORTUNITY

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The Town of St. Albans is searching for its next Town Manager. This is a unique opportunity if you're a current Town Manager, Administrator or interested in such a position. The Town is graced with the largest grand list and population in Franklin County, Vermont. With a brand-new Town Hall, a Public Works Facility completed in 2020, and no debt supported by property taxes, this community is ready for a leader with vision and a track record of execution to come and help take us to the next level.

Fiscal responsibility is important to the Town. The taxpayers and elected leaders have built a financial infrastructure to meet the challenges for the future. A healthy local option sales tax that routinely brings in over **\$1,000,000** to support infrastructure, a stormwater utility, and large voter-approved deposits into replacement funds for both our volunteer Fire Department and Public Works Department alleviate the need for short-term hikes in property taxes to meet capital needs.

The next Town Manager will help us invest nearly **\$2,000,000** in ARPA Funds, build required stormwater

infrastructure to meet our MS-4 permit requirements, repurpose Town Property such as the Old DPW Site on St. Albans Bay and make improvements to our Bay Park to name a few.

In addition to executing a vision for the town, the next Town Manager will have the opportunity to work with thriving businesses in its Industrial Park, such as Ben & Jerry's, Peerless Clothing, Barry Callebaut, Superior Technical Ceramics, Teknor Apex, and Beta Technologies. And at the northern end of Town there is the opportunity to work with two grocery stores, a Walmart, six car dealerships and various shops and restaurants. The successful candidate will also engage the Franklin County Industrial Development Corporation (FCIDC) and other economic development organizations to ensure their priorities expand our grand list and economic base. These opportunities are unique and rare in a transitioning municipality and provides a leader with vision and ambition to amplify the Town's welfare and growth way into its future.

# THE ORGANIZATION

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Under the Select Board-Manager form of government, the Town of St. Albans serves the most residents and it has the largest grand list in Franklin County, Vermont. The annual Town budget is approximately \$6 million. The town has 18 full-time employees and 63 part-time employees. Town Departments included: Public Works (Stormwater Utility and Parks & Recreation, Community Development (Zoning, Planning & Assessing), and Public Safety (Volunteer Fire Department). Policing in the community is currently being served by the Franklin County Sheriff's Office.

## COMMUNITY PROFILE

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The Town of St. Albans is a picturesque community of approximately 7,000 people that spans from Lake Champlain's shores to the Green Mountains' foothills in Northwestern Vermont. The Town of St. Albans is home to two municipally owned Parks on Lake Champlain, a Town Forrest, three State Parks, Hard'ack, the Collins Perley Sports Center, and the Missisquoi Valley Rail Trail.

In the past decade, the Town of St. Albans has embraced growth across the community and has made a strategic investment of time and resources into the St. Albans Bay Area, including a renewed focus on community events at St. Albans Bay Park and the construction of a new Town Hall, completed this fall.

The Town of St. Albans hosts a robust industrial park on its Southern end. This industrial park is home to the following companies: Ben & Jerry's, Barry Callebaut, Peerless Clothing, Superior Technical Ceramics, and others. Excitedly, BETA Technologies announced its plans to move its battery manufacturing facility to the Town.

On the Northern end of Town, there are two grocery stores, a Walmart, six car dealerships, and various shops and restaurants.

The Maple Run School District serves the community, including St. Albans City Elementary, Fairfield Central, and St. Albans Town Educational Center for Pre-K through grade 8. Bellows Free Academy serves the collective communities for High School which also hosts a Technical Center that provides training for students to graduate into well paying jobs with local employers.

Health Care in the community is provided by several community organizations, including Northwestern Medical Center, Franklin County Home Health Agency, NOTCH (Federally Qualified Health Center), and Northwestern Counseling Support Services.

The Town has grown by roughly 2,000 residents in the past twenty years and typically sees about 40 new homes built yearly. Two interstate exits on I-89 and 30 miles from Burlington, Vermont, have helped drive growth. St. Albans Town is also 68 miles south of Montreal, Quebec, 41 miles west of Jay Peak Resort, and 31 miles from Smugglers Notch.



## TOWN LINKS

TOWN REPORTS: [stalbanstown.com/departments/town\\_reports.php](http://stalbanstown.com/departments/town_reports.php)

TOWN AUDITS: [stalbanstown.com/departments/audits/index.php#outer-102](http://stalbanstown.com/departments/audits/index.php#outer-102)

TOWN PLAN: [bit.ly/3Hglxjb](http://bit.ly/3Hglxjb)



## ROLE OF THE TOWN MANAGER

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The Town Manager is appointed by and reports to the five-member Town Selectboard. The Town Manager is the government's Chief Executive Officer and appoints and oversees the administrative and operating staff.

The Town Manager's responsibilities include:

- To supervise the administration of the Town of St. Albans affairs;
- To see that the ordinances of the Town and the laws of the state are enforced;
- To develop, maintain and improve key stakeholder relationships within and outside the community;
- To sign all contracts, deeds, or leases that the Selectboard may authorize; to make such recommendations to the Selectboard concerning the affairs of the Town as they seem appropriate and desirable;
- To keep the Selectboard advised of the financial conditions and current and future needs of the Town;
- To prepare and submit to the Selectboard the annual budget estimate;
- To prepare and submit to the Selectboard such reports as required by that body.

## OPPORTUNITIES AND CHALLENGES

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The Next Town Manager is expected to help provide vision and address a wide range of challenges and opportunities in the short to medium term, including but not limited to:

- Ensure that ARPA funding is utilized for a positive, durable impact on the community.
- Maintain the Town of St. Albans sound finances, including a robust fund balance, a manageable debt level, and a reasonable property tax rate.
- Ensure that organizational capacity is aligned to anticipated future demands and priorities, including expanded use of analytics to provide for data-informed policymaking.
- Ensure the Town embraces technology and tools to improve transparency and information to boards and the public.
- Continue, and to the extent feasible, expand investments in basic infrastructure, essential public facilities, water and wastewater infrastructure, stormwater infrastructure, and public parks.
- Strengthen relationships and partnerships with neighboring communities, community partners, and business leaders.
- Embrace our current and potential growth and work with various boards and staff to develop policies and initiatives to increase housing within our community.

## BUSINESS LINKS

*Click name of business to go to their website*

Ben & Jerry's Ice Cream  
Peerless Clothing  
Barry Callebaut

Superior Technical Ceramics  
Teknor Apex  
Beta Technologies

# CANDIDATE QUALIFICATION CRITERIA

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The successful candidate will have a combination of education and experience that demonstrates the ability to perform the work, including the following:

- A bachelor's degree from an accredited college or university with a major field of study in public administration, public policy, government, engineering, agriculture, or related fields. A master's degree is preferred.
- A minimum of five (5) years experience in a government or similar public sector organization.
- Ability to develop strong working relationships and interact with elected officials, senior staff, boards or commissions, and employees positively and professionally is required. A demonstrated passion for engaging and working professionally and respectfully with others, including a diverse resident population and business community.
- Excellent problem-solving and financial skills, including budget preparation. Project management experience is desired.
- To keep the Selectboard advised of the financial conditions and current and future needs of the Town;
- To prepare and submit to the Selectboard the annual budget estimate;
- To prepare and submit to the Selectboard such reports as required by that body.

# CANDIDATE CHARACTERISTICS TRAITS &

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The next Town Manager should possess the following:

- Team-oriented and approachable management style that balances direct decision-making with delegation of decisions, as appropriate.
- Openness to competing points of view and capacity to accept criticism without defensiveness.
- Clear understanding of the specific needs, challenges, and priorities confronting rural and growing communities.
- Capacity to motivate and embody an organizational culture that embraces innovation, creativity, and excellence.
- Strong sense of accountability to the public and to elected officials. Integrity that exemplifies professional, and personal, characteristic of impeccable behavior that meets the highest ethical standards.
- Commitment to high-quality services, based on continual improvement of operations, policies, and procedures.

# HOW TO APPLY

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Starting salary for the position is \$100,000 to \$125,000 DOQ +/- depending upon qualifications and experience. Excellent benefits package. Residency is strongly preferred. Submit resume, cover letter, and contact information for five professional references by February 1, 2023 online to Corey Parent and Alex Brigham at [corey.parent@gmail.com](mailto:corey.parent@gmail.com) and [brighamllc@outlook.com](mailto:brighamllc@outlook.com) respectively. Questions regarding recruitment should be directed to Corey Parent at 802-370-0494 or Alex Brigham at 802-999-0939.

The Town of St. Albans provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.