

The Town of Fairfield Selectboard is seeking a Town Administrator.

The administrator assists the five-member Selectboard in the general administration of the town. Day-to-day responsibilities include supporting all departments as needed, monitoring budgets, attending and participating in all Selectboard meetings, public relations, and coordination with the town's elected and appointed officials. A detailed job description is available at www.fairfieldvermont.us.

The starting salary for this full-time position is negotiable but is expected to be in the range of \$35,000 to \$40,000 depending on experience and qualifications. The town offers an excellent benefit package.

The successful candidate will have a minimum of a bachelor's degree in public administration, political science, or business management or at least five years' experience in an administrative or managerial capacity in either municipal government or business, or a combination of relevant experience and education.

To apply in confidence, please email a cover letter, resume, and contact information for three references to amanda@fairfieldvermont.us with **Fairfield Town Administrator** as the subject, or mail to:

Town of Fairfield Selectboard
Fairfield Town Administrator Search
PO Box 5
Fairfield, VT 05455

Resumes accepted until position is filled.

The Town of Fairfield is an equal opportunity employer.