

## **Municipal Manager – Town of Waterbury, Vermont**

The Town of Waterbury, Vermont (pop. 5,300) seeks a collaborative and fiscally astute Municipal Manager to serve as the town's Chief Administrative Officer. This role requires managing a \$6.6M budget (2026) with 21 FT employees, 16 PT employees, and numerous seasonal employees. The ideal candidate will be a visionary leader capable of navigating multi-million-dollar infrastructure projects while maintaining the small-town accessibility that Waterbury residents value. This leadership role oversees all Town operations, finances, personnel, and municipal services in accordance with Vermont law and the Waterbury Town Charter.

### Key Responsibilities

- Manage and coordinate all Town departments, services, and operating systems
- Supervise department heads and administrative staff; support the Library Director as needed
- Prepare and administer annual operating and capital budgets; oversee financial reporting, investments, and borrowing
- Lead personnel management, including hiring, training, benefits, labor relations, and policy development
- Oversee capital projects, public works planning, zoning functions, and community/economic development initiatives
- Administer grants and ensure compliance with state and federal regulations
- Serve as primary liaison to the Selectboard, community groups, media, partner agencies and the independent Edward Farrar Utility District.
- Provide policy recommendations and ensure effective communication across Town government.
- Represent the Town in sensitive or complex matters requiring strong judgment and public engagement.

### Qualifications

- Bachelor's degree in public or business administration required; advanced degree preferred
- 4–6 years of relevant managerial and financial experience; municipal experience strongly preferred
- Specific expertise in FEMA/Grant Administration and capital project management is a major plus.
- Understanding of Vermont municipal law (Title 24) and the statutory duties of the Clerk and Treasurer.
- Strong analytical, organizational, communication, and problem-solving skills
- Ability to work effectively with the public, staff, elected officials, and external partners

### Work Environment & ADA

- The position involves office work, site visits, public meetings, and regular interaction with residents and partner organizations. Essential functions may require periods of sitting, movement through municipal facilities and outdoor areas, and occasional lifting up to 20 pounds. Reasonable accommodations will be provided to qualified individuals with disabilities.

### Compensation

- Salary Range: \$125,000 – \$145,000 (Commensurate with experience).
- Benefits: Enrolled in the Vermont Municipal Employees' Retirement System (VMERS) Group C; premium health/dental coverage; and a supportive professional development budget.

The application process is being managed by the Vermont League of Cities and Towns on behalf of the Select Board. Please direct any questions and submit applications to Bill Fraser, VLCT Management Consultant at [bfraser@vlct.org](mailto:bfraser@vlct.org) or 802-522-5846. Application deadline is May 27, 2026.

The Town of Waterbury is an Equal Opportunity Employer.



## MEMORANDUM

**To:** Martha Staskus, Don Schneider, Waterbury Select Board  
**From:** William Fraser, VLCT Management Consultant  
**Re:** Municipal Manager Recruitment Plan  
**Date:** April 15, 2026

### Recruitment Plan

*March 23-27*      *Sent questionnaires to Board*  
*April 7*            *Contract Approved*  
*April 8-17*        *Compiled responses, drafted candidate profile, drafted job advertisement, provided comparisons and salary recommendation, brochure draft sent*  
*April 10 & 17*     *Met with Chair and Vice Chair*

- *Ad preliminarily approved*
- *Profile preliminarily approved*
- *Salary preliminarily approved at \$125K to \$145K*
- *Final schedule preliminarily approved*
- *Preliminary process decisions made*

April 21            Select Board approves Recruitment Plan, Ad, Job Description, Profile, and Brochure with changes if desired

April 27            Ads posted in VLCT, NHMA, MMA websites and newsletters, ICMA website and newsletter, Town website, Waterbury Roundabout.

April 27-May 27   Recruitment Outreach by Consultant. Weekly update sent to Board by Consultant.

- May 27 Applications due to Consultant
- May 27 Citizen's Committee applications due
- May 28-30 Consultant provides Select Board all resumes with evaluation and summary memo. Memo will sort candidates into categories and make recommendations. Board makes final decision about which candidates move forward.
- June 2 Board meets with Consultant in executive session to select semi-final candidates.
- June 8-12 Board Chair, Vice Chair, and Consultant Interview Semi-Finalists, select Finalists. Consultant will coordinate scheduling and assist with interview outline.
- June 15-19 Interview Finalists. Each finalist will be in Waterbury on a separate day. Tour of Waterbury for finalists will be conducted. Finalists will meet with staff team appointed by Board, 7 person community group appointed by Board, and the full Select Board in separate interviews. Consultant will coordinate scheduling and assist with interview outline.
- After interviews, select top candidate. Make qualified offer.
- June 12-26 VLCT conducts background check, reference checks, and employment negotiation. Written background and reference reports will be provided to Board.
- June 30 Appoint Municipal Manager

These dates can be fluid depending on how many applications, how many interviews, how quickly people can be scheduled, how quickly Board makes decisions.