

Ethics Officer
September 4, 2025

The Town of Waterbury seeks to hire an ethics officer. The ethics officer reviews and provides written answers and guidance to ethics questions posed by municipal staff, the selectboard and other town volunteer boards, and the general public. The ethics officer also provides formal responses to alleged violations of the Vermont Municipal Code of Ethics (Sec. 22, 24 V.S.A. chapter 60) as the Town's official designated complaint recipient. The officer provides similar guidance with regards to the Town Ethics Investigation and Enforcement Ordinance, and the Town Conflict of Interest Policy.

Job Summary and Purpose

The ethics officer reviews and provides written answers and guidance to ethics questions posed by municipal staff, the selectboard and other town volunteer boards, and the general public. The ethics officer also provides formal responses to alleged violations of the Vermont Municipal Code of Ethics (Sec. 22, 24 V.S.A. chapter 60) as the Town's official designated complaint recipient. The officer provides similar guidance with regards to the Town Ethics Investigation and Enforcement Ordinance, and the Town Conflict of Interest Policy. This position is appointed by the selectboard.

Essential Job Functions

- *Works closely with the municipal attorney, municipal manager, and Waterbury's array of board members to ensure ethics and conflict of interest concerns are appropriately disclosed and addressed.*
- *Provides recommendations and responses to conflict of interest and ethics concerns consistent with the state and local law and policy.*
- *Serves as a public resource to ensure that Waterbury municipal government maintains high ethical standards.*
- *Works with the municipal manager to develop policies and procedures as may be necessary.*
- *Serves as the official liaison to the Vermont State Ethics Committee.*

Critical Knowledge, Skills, and Abilities

- *Ability to read, interpret and apply relevant state and municipal law and policy*

with regards to ethics and conflict of interest matters.

- *Experience navigating state and/or municipal law with demonstrated ability and history of addressing similar matters.*
- *Excellent writing skills and ability to convey complex information in a manner that is easy to understand.*

This is a part-time position that will not have regularly scheduled hours. The position will serve the Town from time-to-time when ethics and/or conflict of interest issues may arise, or when requested by the selectboard or municipal manager.

This is a part-time position, and services will be required on an occasional and as-needed basis. Please contact Thomas Leitz, the Municipal Manager, at (802) 244-4300 or via email, tleitz@waterburyvt.com to discuss the position further, including anticipated rates of pay.