



# WOODSTOCK

VERMONT

# MUNICIPAL MANAGER

## The Community

Since the 1800's, Woodstock (pop. 3,500) has been known as a vibrant small town offering a compelling sense of place. New residents are attracted to the employment opportunities of the Upper Valley, the charm of the bustling and historic downtown, and the safety and security of life in rural New England. Long term residents appreciate the sense of community and relationships formed through strong neighborhoods, enthusiastic civic and volunteer organizations, and terrific recreational offerings. Anchored by the Marsh-Billings-Rockefeller National Park, Woodstock also features the Sassafras Ski Resort, the Woodstock Inn Golf Course, an extensive network of backroads for biking and running, and a robust equestrian trail network. Award-winning schools, excellent broadband internet, and strong youth recreation programs make Woodstock a very desirable place to call home.

## The Position

The Municipal Manager is charged with the efficient and effective delivery of the municipal services that preserve the community's high quality of life. The Manager reports jointly to two elected boards: a five member Selectboard for the Town; and a five member Board of Trustees for the Village. These local legislative bodies provide broad policy direction to the Manager who oversees daily operations and supports the policy work of the boards. The Selectboard meets twice a month, one of which is during the day; the Trustees meet once a month in the evening.

The Manager is responsible for the hiring and supervision of Department Heads and oversees combined budgets of \$9.8 million across multiple funds. There are 50 employees divided into four departments: Police, Fire - EMS, Public Works, and Town Hall. All four departments are represented by unions, though labor relations have generally been strong in recent years. The Manager's office is located in Town Hall, which is located on The Green and features a community movie theater and performance space on the first floor. Administrative support is provided by an administrative assistant, and a three person finance staff. A two person Planning and Zoning office, the Town Clerk's office, and three part-time elected Listers round out the Town Hall staff.

Woodstock has a long tradition of strong municipal management and community stability. Budgets are considered by the voters at annual meetings and a finance committee assists with the budget development process. The tax base is stable and most managers have enjoyed long tenures.



## The Candidate

Woodstock seeks a collaborative leader who can inspire confidence from the public, department heads and employees, and other governmental leaders. The Manager should be an effective communicator, both in person and in writing, and be able to articulate a vision and build consensus for that vision across the community. This is a front-facing position for an individual who genuinely enjoys engaging with people and marshaling the resources to solve problems, complete projects, and deliver services.

Woodstock anticipates applicants with public sector management experience, preferably in New England town government, though the Boards are open to non-traditional candidates as well. A Bachelor's Degree in a relevant discipline is required and a Master's Degree is preferred.

Prospective candidates should be able to demonstrate: working knowledge of local government management; experience supervising independent professionals such as police and fire chiefs; ability to resolve conflict and solve problems; budget development and management experience; organized labor and personnel management experience; media relations experience; and a willingness to engage and become part of the fabric of the community.

The anticipated starting salary is between \$110,000 and \$130,000 depending on qualifications and experience. Candidates should have a reasonable commuting distance as the role will require attending in-person meetings and events beyond the regularly scheduled work week. A relocation package will be available if necessary. The benefits package is significant and includes: participation in the Vermont Municipal

Employees Retirement System (VMERS) defined benefit program; \$5,000 vehicle allowance; 93% employer contribution to health insurance; as well as dental, vision, and long term care insurance.

## The Process

A hiring committee of two Selectboard members, two Village Trustees, and two members of the public will hold a first round of interviews. A second round of interviews will be held by the Selectboard and the Village Trustees and will include interactions with staff. Applicants will remain confidential through the first round and may wish to notify their current employer prior to the second round.

Recruitment is being handled by Dominic Cloud, a City Manager in another Vermont community. Initial review of resumes is planned for October 7, 2022. To apply, please send a PDF formatted resume via email to **dominiccloud@comcast.net**. Mr. Cloud can be reached via phone or text at **(802) 309 - 1775** for more information. Receipt of applications will be acknowledged via email. This position is open until filled. Woodstock is committed to diversity, equity, and inclusion and individuals from under represented groups are encouraged to apply.

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