



TOWN OF POMFRET, VERMONT

SELECTBOARD

JOB DESCRIPTION

TOWN ADMINISTRATOR

The Town of Pomfret seeks professional, collaborative, and broadly skilled applicants for the new position of Town Administrator. To apply, please send a confidential PDF cover letter and resume via email to selectboard@pomfretvt.us. Receipt of applications will be acknowledged via email. Questions may be directed to the same address.

The Town of Pomfret is an equal opportunity employer.

The Town

Pomfret (population 916) is a rural residential and farming community with a small commercial hamlet anchored by the Saskadena Six Ski Area, Teago General Store and Artistree Community Arts Center.

Recently described as “one of the most beautiful locations in New England,” Pomfret is home to long term residents and newer arrivals attracted by the Town’s tremendous scenery, recreational opportunities, and convenient location.

Remarkably diverse for its small size, Pomfret has a strong sense of community and civic spirit. Excellent schools, high quality of life, peace, and quiet place Pomfret among the most desirable places to live in Vermont.

The Position

The Town Administrator will be an employee of the Town of Pomfret, with general supervision and control over certain affairs of the Town, subject to the direction and oversight of the five-member Selectboard. As a newly created position, the first Town Administrator will help define the role and how its responsibilities are discharged.

Pomfret anticipates the Town Administrator will be a full-time position. Additional information about available benefits may be found in the town’s Personnel Policy, which is available on our website. The position will be based in the Pomfret town offices and is not a remote or hybrid role. The position requires regular in-person attendance during town office hours and requires attending in-person meetings and events outside normal business hours.

The Town Administrator will serve in three complementary capacities: as assistant to the Town Treasurer, as assistant to the Town Clerk, and as chief administrative officer of the Selectboard. Specific responsibilities will include:

- Providing substantial day-to-day assistance to the Town Treasurer, including processing payroll and accounts payable, accepting and posting tax payments, reconciling accounts, maintaining accurate financial records, preparing monthly and annual financial reports, preparing tax bills, and assisting with year-end procedures.
- Providing substantial day-to-day assistance to the Town Clerk, including maintaining land records and vital records, processing fees, coordinating with the Zoning Administrator, and assisting with election preparation and town meeting logistics.
- Helping to modernize town recordkeeping and office systems, including transitioning to digital records where appropriate, and organizing municipal records for efficient retrieval and long-term retention.
- Attending all Selectboard meetings, including executive sessions, and preparing meeting agendas and minutes for Selectboard review and approval.
- Acting as chief administrative officer of the Town to develop and carry out policies adopted by the Selectboard, preparing long-range planning documents and capital plans, and assisting with annual budget preparation in coordination with department heads and other stakeholders.
- Coordinating with other employees of the Town and providing recommendations to the Selectboard on personnel matters.
- Seeking out and applying for state and federal grants, administering awarded grants, and preparing requests for proposal and competitive quotations for equipment, supplies, and services.
- Coordinating town insurance matters through the Vermont League of Cities and Towns (VLCT) and administering regulatory compliance programs.
- Assisting with preparation of the annual Town Report.
- Liaising with the public, including during regular office hours.
- Other responsibilities as may be assigned by the Selectboard.

The Candidate

The ideal candidate will be a collaborative leader who can inspire confidence in the public, Town department heads and employees, and other government leaders. The Town Administrator should be an effective communicator, both in person and in writing. This is a public-facing position for an individual who genuinely enjoys engaging with people and marshaling available resources to solve problems, complete projects and deliver services.

Pomfret seeks applicants with public sector management experience, preferably in New England town government, though the Selectboard is also open to non-traditional

candidates. An associate's degree is required, preferably in a relevant discipline. Candidates must demonstrate working knowledge of local government management, the ability to resolve conflict and solve problems, budget development and management experience, strong computer skills, and a willingness to engage and become part of the community.

Anticipated starting salary is between \$65,000 and \$80,000 commensurate with qualifications and experience, reflecting the full-time nature of the position and the range of responsibilities described above. Candidates must be able to commute to the Pomfret town offices on a regular basis.

The Process

A hiring committee consisting of two Selectboard members, the Town Treasurer, and the Town Clerk will hold a first round of interviews. A second round of interviews will be held by the full Selectboard. Applicants will remain confidential through at least the first round. An initial review of resumes is anticipated on or about May 20, 2026. This position will remain open until filled.

Dated April 15, 2026