

The Town of Rutland, Vermont is looking to fill the exciting and essential position of, "Administrative Assistant to the Select Board."

The Town of Rutland is Rutland County's third largest municipality. To the South, Rutland Town is home to General Electric, Isovolta Inc., The Diamond Run Mall, Green Mountain Plaza and numerous automotive dealerships. To the North, picturesque farm lands, mountain ranges and views. We are only minutes away from world-class skiing at Killington and 15 miles from VT's largest land-locked lake, Bomoseen. Recreation is at the heart of who we are as a community. Over 4,000 people are proud to call Rutland Town, "Home!"

Qualifications and Skills:

- Customer Service oriented- all people treated with respect and dignity!
- Carries out the directives of the Select Board; prepares reports and written recommendations as part of these activities.
- Strong computer skills- experience with Word, Office, Excel, trouble shooting, networks, etc.
- Website Management and Design
- Grant Writing Abilities/Experience
- Outgoing, friendly personality
- "Can-do" attitude
- Office Organization
- Ability to assist with preparing the annual municipal budgets
- Comfortable with public speaking
- Ability to attend meetings off-site and evenings
- Ability to type meeting minutes
- Collaborative skills with department heads and other municipalities
- Ability to understand and read financials and audits
- Map reading and comfortable with geography
- Ability to follow orders of a fast paced and progressive Select Board
- Multi-tasking ability in a fast paced working environment
- Serves as liaison between the Board of Selectmen and various public and private agencies and businesses and the citizens of the Town.
- Represents the Town to a variety of outside organizations.
- Attends meetings of the Select Board, preparing and providing supporting documents and information pertinent to agenda items; accomplishes minutes of the meeting.
- Able to identify business opportunities and work with REDC and the Rutland Chamber of Commerce to help fill empty store fronts

If you feel that you would be a great fit for our community, please send a cover letter, resume and three references to:

Town of Rutland Administrative Assistant Search Committee
181 Business Route 4
Center Rutland, Vermont 05736

Interviews will commence after November 30th, 2017. Full benefits offered, salary to be determined based on experience and education