

Town of Richmond

Assistant to the Town Manager

The Town of Richmond seeks an energetic, patient and well-organized person to fill position of Assistant to the Town Manager, a permanent part-time 24 hours per week position. Understanding of insurance, public policy and some human resources functions a plus.

A full job description is available at www.richmondvt.gov under "Documents, Job-listings". Wage is dependant upon qualifications and experience. Please send cover letter, resume and three current references by September 8, 2017: Town Manager, P.O. Box 285, Richmond, VT, 05477. Questions may be directed to Geoffrey Urbanik, Richmond Town Manager at (802) 434-5170.