

JOB OPPORTUNITY

The City of Burlington

Chief Administrative Officer



City of Burlington
Human Resources Department
200 Church Street, Suite 102
Burlington, VT 05401
An Equal Opportunity Employer

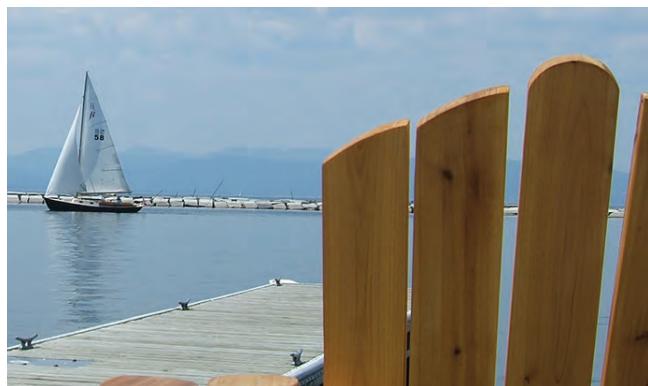
The City of Burlington Chief Administrative Officer

The Opportunity

The City of Burlington, Vt. seeks a Chief Administrative Officer (CAO) responsible for the day-to-day management of the City's financial operations, budgeting and payroll, and interdepartmental efforts to assure timely coordination and completion of key City projects. The CAO reports directly to the Mayor and serves as the City's lead financial officer for 18 departments and 600 City staff.

The CAO assists the Mayor with the strategic and operational planning for City government and, in conjunction with the City's Chief Innovation Officer, monitors City performance through data collection and analysis. In addition, the CAO is responsible for the advancement of special projects at the Mayor's direction, including capital bonding, tax increment financing, and managing interdepartmental initiatives.

The CAO leads the Clerk/Treasurer office with 22 full-time staff. In addition to finance and administration, the CAO's office is responsible for administering local elections and serving Burlington residents through the City Clerk's office.



The Ideal Candidate

The ideal Chief Administrative Officer for the City of Burlington will have passion to:

- Provide high-quality, senior executive leadership to encourage innovation and creativity within the City that results in a modern government responsive to residents and businesses.
- Build and maintain meaningful, collaborative relationships among public, private, academic, non-profit, and community partners, as well as among fellow Department Heads.
- Work with Mayor and other Department Heads in creating an open, respectful culture that embraces Burlington's cultural diversity, and promotes equity and inclusion in all aspects of city life.
- Create a culture of excellence where employees have personal ownership for the City's success and are encouraged to take responsibility, innovate fearlessly, and learn from mistakes.
- Foster dialogue between employees within and across teams to create a workplace environment where every employee feels comfortable sharing ideas and opinions.
- Champion an understanding that improving employee satisfaction is critical to creating an exceptional experience for residents and businesses.
- Serve as a "player-manager" with staff, demonstrating competence in financial management and planning, as well as coaching others to achieve the same, especially in the area of municipal finance.
- Be a role model for public service, continuous learning, and mentoring future leaders.

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Experience and Education

A Bachelor's Degree in Accounting, Economics, Public Administration, Business Administration or a related field, or an equivalent combination of education and experience, is required. Five years of related work experience, with supervisory responsibility, is required. Knowledge of fiscal planning, budgeting, and government reporting is required. Background working in a unionized environment, with labor negotiations experience, is preferred. Outstanding communications, interpersonal, organizational, and leadership skills are a must. The ability to solve complex problems and make timely decisions is essential.

Application and Selection Process

The City's Department of Human Resources (HR), in conjunction with a Search Committee appointed by the Mayor, is conducting the CAO search process. The Search Committee will review all written materials submitted, screen and evaluate candidates, and invite selected candidates to participate in an on-site interview. Finalists will interview with the Mayor and other City officials.

Interested individuals should submit an application, along with resume and cover letter, at governmentjobs.com/careers/burlingtonvt.

Resumes received by July 9, 2017 will receive first consideration. The position is open until filled.

If you have questions, please contact Recruitment Specialist Sue Asuncion at (802) 540-3057.

Compensation and Benefits

The following salary and benefits are being offered for this exempt position:

- Salary Range: \$117,127-\$131,187
- Retirement: A defined benefit pension plan with employee contribution set to 5.4% of base pay for FY2018
- Health Insurance: A traditional medical/dental plan with employee contribution set to 4.79% of base pay for FY2018
- Long Term Disability Insurance: A retirement disability benefit based on a percentage of gross base pay
- Optional Deferred Long-Term Savings Plans:
 - Two optional 457 plans
- Annual Holiday/Vacation/Sick/Personal Leave:
 - Paid Holidays: 13 days
 - Vacation: Starting 3 weeks, depending on experience
 - Sick Leave: 10 days
 - Personal Leave: 16 hours/2 days
- Term Life Insurance: \$50,000
- Work Schedule: Typical 8:00AM-5:00PM workday, plus evening meetings
- Other:
 - Employee Assistance Program
 - Wellness Bonus: Up to \$400 annually
- Position has a residency requirement, although special exceptions may apply

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About the City

At 42,000 residents, Burlington is the largest city in Vermont and the state's center for arts and culture. Built along the shores of beautiful Lake Champlain, Burlington is a growing innovation hub for the region with a host of entrepreneurial successes and a fiber-to-the-premises network for both residents and businesses. The City's municipal utility has been sourcing 100% of its electricity from renewable generation since 2014. It is often said that for a small city, Burlington "punches above its weight."

Burlington has the perfect mix of diverse cultures, start-up businesses, and civically-engaged residents that make the city exciting and alive. The New York Times said that the Burlington "has long embodied the earthy progressivism and can-do independence that define the state's spirit."

Burlington has kept its historic charm while being positively edgy. Locals and visitors alike enjoy the city's walkable downtown, its abundance of parks and cheerful streets ripe for exploring the city's dining, shopping, and arts. Foodies will savor exploring the weekly farmer's market, craft breweries, and localvore restaurants.

Outdoors enthusiasts are drawn to Waterfront Park, where in addition to miles of recreation paths north and southbound, the city's nearby beaches are prime for an afternoon swim, kayak or paddleboard. There are also opportunities to learn to sail or take a sunset cruise. Of course, after sunset, enjoy downtown Burlington's nightlife at its theaters, bars and brew pubs - many of which are host to a festive live music scene.

City Government

Burlington has a strong mayor-strong council form of government. Mayor Miro Weinberger was first elected in 2012 and reelected in 2015. The Burlington City Council is comprised of twelve (12) elected Councilors; Jane Knodell serves as Council President.

The total City budget is \$190 million for FY2018, including enterprise funds such as the Burlington Electric Department, Burlington International Airport, and Water Resources. A majority of the City's 600 employees are represented by four unions: AFSCME, IBEW, Burlington Police Officers Association, Burlington Firefighters Association.

