



THE CITY OF MONTPELIER, VT
invites qualified candidates to apply for the position of

CITY MANAGER

Salary: \$140,000-\$170,000



About the City of Montpelier





The smallest state capital with the biggest sense of community.

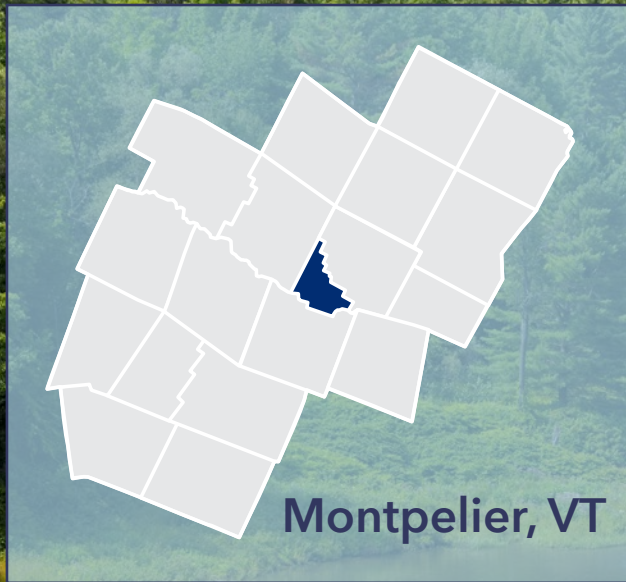
Nestled in the heart of the Green Mountains, Montpelier is more than just Vermont's capital - it's a vibrant community where history, natural beauty, and progressive values come together to create a uniquely enriching place to live and work. With a population close to 8,000 residents, Montpelier holds the title of the smallest state capital in the U.S., offering the rare combination of small-town intimacy and big-picture impact.

Steeped in New England history, Montpelier's downtown showcases beautifully preserved 19th-century architecture, a thriving arts scene, and an unmistakable sense of civic pride. Stroll through its walkable streets and you'll discover local shops, art galleries, independent bookstores, and an array of farm-to-table restaurants and cafes. The golden dome of the Vermont State House stands as a proud symbol of civic engagement, while the City's inclusive spirit fosters a welcoming atmosphere.

Nature lovers will find themselves at home in Montpelier, where outdoor adventure for all seasons is just minutes away. Hike or snowshoe the wooded trails of Hubbard Park, home to a century-old stone tower with panoramic views, or enjoy kayaking and excellent fishing on the Winooski River that winds through town. Each season offers its own charm, from vibrant autumn foliage and winter wonderlands to blooming spring gardens and sunny summer festivals.

Life in Montpelier strikes a refreshing balance. Residents enjoy excellent public schools, a low crime rate, and strong community ties while being just a short drive from larger cities like Burlington or Boston. The city also boasts a culture of sustainability and innovation, reflected in its commitment to clean energy, walkable infrastructure, and local food systems.

Whether you're starting your career, raising a family, or seeking a meaningful change, Montpelier offers so much more than just a job. Join a community where your work makes a difference, your neighbors know your name, and every day is framed by the stunning backdrop of Vermont's natural beauty.



MONTPELIER, VT

Quick facts:

- **City Population:** Approximately 8,000 residents, making it the smallest state capital in the United States
- **Location:** Situated in Washington County, Montpelier is at the confluence of the Winooski and North Branch Rivers, nestled among the picturesque Green Mountains.
- **City Government Structure:** Mayor, City Manager, City Council members
- **City Government:** Approximately 100 employees working within nine departments - The City manager will supervise 12 full-time employees.
- **Annual City Budget:** ~ \$23 million
- **Median Household Income:** ~\$71,000
- **Education:** Local school districts, private institutions, Community College of Vermont, Norwich University, Vermont College of Fine Arts, Vermont State University System has campuses nearby.
- **Largest Employers:** Vermont State Government System, Cabot Creamery Co-Operative, Central Vermont Medical Center, National Life Group.
- **Notable Attractions:** Vermont State House, Hubbard Park, Vermont History Museum, Ben and Jerry's, numerous ski resorts, parks, and outdoor recreational facilities are within a short driving distance.

The Ideal Candidate





Leadership is more than a job—it's a chance to shape this community's future.

Montpelier is seeking a dynamic, community-focused leader with executive-level municipal experience and a deep understanding of the history, culture, and innovation that define America's Small Town Capital. The City Manager will have a proven track record in leading complex organizations, fostering transparency, building consensus, and delivering high-quality municipal services with integrity and foresight.

This leader will bring expertise in municipal governance—including finance, personnel, public safety, infrastructure, and community development—and be adept at managing multimillion-dollar budgets, negotiating collective bargaining agreements, and driving operational excellence. As an advisor to the City Council, they will translate vision into action with professionalism, responsiveness, and sound judgment.

The ideal candidate will lead with emotional intelligence, humility, and confidence—engaging openly with employees, residents, businesses, nonprofits, and state and regional partners. They will champion diversity, equity, and inclusion across the organization and foster a positive, collaborative workplace culture.

Living and working in Montpelier means being immersed in a walkable, arts-rich, civically engaged community surrounded by Vermont's natural beauty. The successful candidate will be as passionate about building lasting community relationships as they are about leading a high-performing city government—making a tangible, lasting impact in one of New England's most vibrant and livable cities.



Key Competencies and Characteristics

Montpelier's next City Manager will be more than an administrator—they will be a visionary leader, a skilled communicator, and a trusted partner to the community. These key competencies and personal qualities will equip them to inspire staff, build strong relationships, and turn the City's ambitious goals into meaningful results.

Leadership and Organizational Management

A collaborative, strategic leader with experience guiding high-performing teams in municipal settings. Fosters accountability, inclusivity, and service excellence, aligning staff and resources with City Council goals. Strong interpersonal skills, emotional intelligence, and the ability to mentor, motivate, and unify staff are essential.

Public Budgeting and Fiscal Stewardship

Comprehensive understanding of municipal finance, including the development and oversight of operating and capital budgets, capital planning, cost control, and grant administration. Ensures transparency, accuracy, and long-term fiscal sustainability.

Innovation and Problem-Solving

Brings an entrepreneurial mindset to municipal leadership, embracing creative thinking, calculated risks, and inventive solutions to complex challenges. Encourages innovation within city operations, supports local business growth, and pursues partnerships that expand resources and promote economic and community resilience.

Collaborative Partnership-Building

Skilled at forging strong, trust-based relationships with City Council, staff, residents, local businesses, nonprofits, and regional/state leaders. Practices a facilitative leadership style that values diverse perspectives and aligns stakeholders around shared goals.

Ethics and Transparency

Demonstrates the highest ethical standards, integrity, and fairness in all decisions. Builds public trust through consistent policy enforcement, open communication, and a visible commitment to equity and legal compliance.

Public Communication

As the public face of the City, the City Manager communicates clearly and confidently in public meetings, media interactions, and community events. They must be skilled in public speaking and media engagement, able to translate complex issues into accessible language that builds understanding and trust. Strong, transparent communication is essential to fostering confidence, managing expectations, and supporting open government.

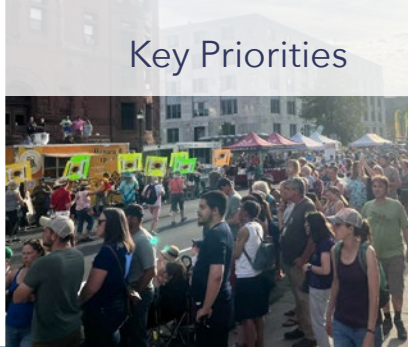
Diversity, Equity, and Inclusion

The City Manager will champion equity and belonging, ensuring City policies, services, and workplace culture are inclusive, fair, and reflective of the community's diverse voices.



Key Priorities





As Montpelier looks to the future, the next City Manager will play a vital role in guiding the community through both ongoing challenges and exciting opportunities. City Councilors, staff, and residents are seeking a leader who brings vision, collaboration, and a commitment to sustainable and practical progress. The following key priorities reflect the community's shared aspirations for a thriving, inclusive, and resilient capital city and outline the focus areas where the City Manager's leadership will be most impactful.

DOWNTOWN REVITALIZATION & ECONOMIC DEVELOPMENT

Lead efforts to reinvigorate Montpelier's downtown by supporting small businesses, attracting investment, encouraging creative reuse of space, and boosting foot traffic. Diversify the economy beyond tourism and government while maintaining the City's vibrant character.

TOURISM & CULTURAL VITALITY

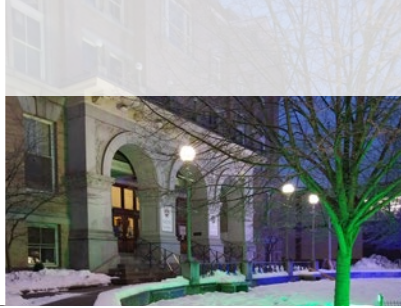
Collaborate with Montpelier Alive and local partners to enhance the city's appeal as a year-round destination, celebrating its arts scene, cultural institutions, and natural beauty. Leverage tourism to strengthen economic growth and community pride.

HOUSING ACCESS & AFFORDABILITY

Tackle the housing shortage by expanding diverse, affordable options. Develop incentive-based strategies for mixed-use and infill development, and partner with developers and nonprofits to deliver results.

COMMUNITY SAFETY & WELL-BEING

Promote policies and services that enhance health, safety, and quality of life for all residents. Strengthen community trust, equity, and access to resources, while supporting first responders and public health initiatives.



CLIMATE RESILIENCE & INFRASTRUCTURE

Modernize aging infrastructure with investments in water, sewer, stormwater, and flood mitigation systems. Integrate climate-resilient practices into all planning and capital projects.

FINANCIAL & ORGANIZATIONAL STRENGTH

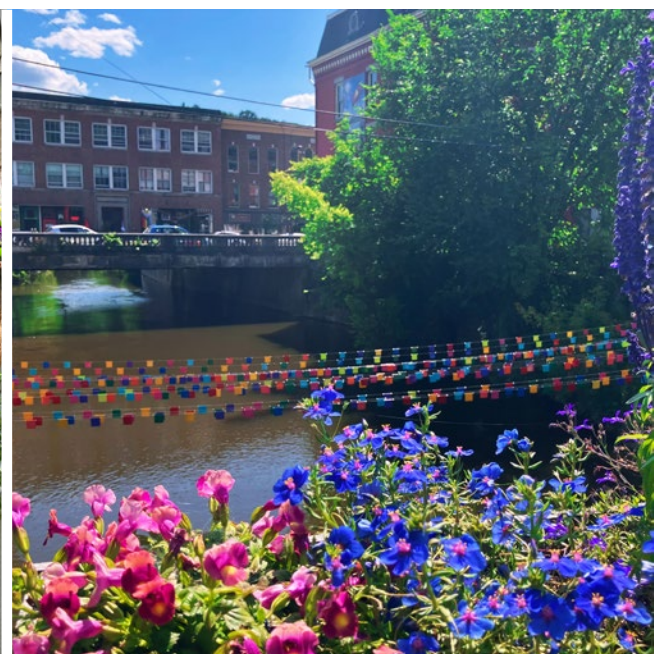
Ensure fiscal health through sound budgeting, operational efficiency, and long-term planning. Modernize systems, streamline workflows, and embrace data-driven decision-making.

STAFF DEVELOPMENT & CAPACITY

Align staffing and resources with community needs. Provide professional development, update job roles, and create a culture of recognition and morale-building.

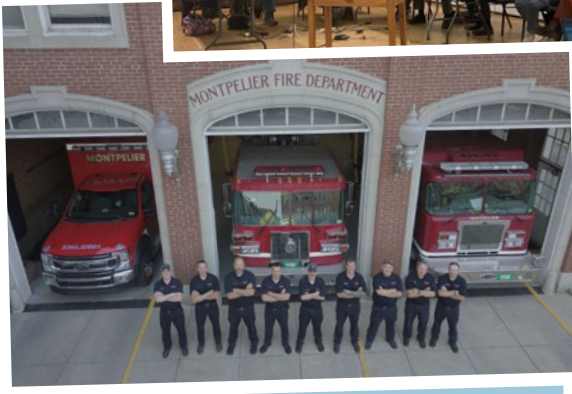
ENGAGEMENT & TRUST

Strengthen connections between City government and residents through transparent communication, inclusive engagement, and active listening, especially with underrepresented groups.



Opportunities and Challenges





As Vermont's capital and a nationally recognized small city, Montpelier offers an exceptional opportunity for a strategic, forward-thinking leader to make a lasting impact. The next City Manager will step into a role filled with both promise and complexity, helping to shape the future of a resilient, progressive, and civically engaged community.



RESILIENCE AND CLIMATE RECOVERY

Montpelier is uniquely positioned, in the wake of the 2023 floods, to become a national leader in resilience and climate adaptation. The next City Manager will guide recovery efforts while advancing innovative infrastructure upgrades, strengthening emergency preparedness, and securing resources that protect residents and businesses.



HOUSING

Advance community-backed housing expansion and zoning reforms to meet urgent needs while preserving Montpelier's historic charm. Work with diverse partners to deliver affordable, accessible housing options.

FISCAL SUSTAINABILITY

Guide a transparent budget process, identifying efficiencies, exploring revenue sources, and balancing long-term financial health with service excellence.



ORGANIZATIONAL MODERNIZATION

Replace outdated systems, improve workflows, and align capacity with community priorities. Cultivate an organizational culture where collaboration, innovation, and high performance are the norm.

PARTNERSHIPS

Strengthen existing relationships and forge new ones with local organizations, institutions, and regional stakeholders to achieve shared goals in economic vitality, climate resilience, housing, and community well-being.

SUSTAINABILITY LEADERSHIP

Advance Montpelier's ambitious Net Zero by 2030 and fossil fuel-free by 2050 goals. Lead initiatives in renewable energy, fleet electrification, and green infrastructure to position the city as a national model for climate leadership.



Job Description



CITY MANAGER

MONTPELIER, VT.

Salary: \$140,000-\$170,000

Benefits: Comprehensive benefits package

Location: Montpelier, Vt.

Reports To: City Council

Application Deadline: 10/15/25 for first review of resumes

Montpelier – Vermont’s capital city – is seeking an experienced, forward-thinking City Manager to lead municipal operations and help shape the community’s future. Reporting to the City Council, the City Manager is the City’s chief executive, overseeing all departments, implementing Council priorities, and ensuring services are delivered effectively, efficiently, and equitably.

This is a rare opportunity to guide a small but vibrant capital through a period of growth, resilience, and innovation. The ideal candidate will bring a proven record in public administration, strong financial acumen, and a collaborative leadership style that inspires staff and engages residents.

**Lead a dedicated team.
Serve a highly engaged community.
Help shape the future of Vermont's capital.**

The Role

- Lead and direct all City departments and staff
- Develop and manage operating and capital budgets
- Advise the Council on financial and operational priorities
- Oversee hiring, evaluation, and workplace culture
- Represent Montpelier in regional, state, and intergovernmental forums
- Lead labor negotiations and ensure compliance with agreements
- Support emergency management and long-term resilience planning
- Foster transparent communication with staff, Council, and community



Qualifications

- Bachelor's degree in public administration, business, or related field (Master's preferred)
- 5+ years of executive-level municipal or organizational leadership
- Expertise in local government operations, budgeting, HR, and policy
- Skilled communicator with integrity, sound judgment, and a commitment to diversity, equity, and inclusion



Selection Process

Finalists for the City Manager position will be expected to participate in a series of public engagement activities as part of the recruitment process. These activities will include a town-hall style community forum, and meetings with staff and Department Heads. The purpose of these sessions is to allow residents, community leaders, and City staff the opportunity to meet the finalists and provide input to the City Council. Candidates should be prepared for a high level of public visibility and interaction during this stage.



How to Apply

To express interest, please submit a cover letter, resume, and list of three (3) professional references via email. For clarity in document handling, please format your files as follows:

- FirstName LastName resume
- FirstName LastName cover letter
- FirstName LastName references

All application materials will be held in confidence and should be sent to:

ian@pracademicpartners.com

Subject line: **City Manager - City of Montpelier**

Employment is contingent upon a background check, drug and medical screening, and verification of City of Montpelier residency at the time of hire. This position is considered open until a final selection is made. Candidates are strongly encouraged to apply by **10/15/25** for first review of resumes

Pracademic Partners is assisting the City of Montpelier with this executive search.

For inquiries or nominations, please contact:

Dr. Ian M. Coyle, ICMA-CM

585.943.0589

City of Montpelier is an Equal Opportunity Employer and encourages candidates from diverse backgrounds to apply.