



NEWPORT

V E R M O N T

CITY MANAGER

The Opportunity

The City of Newport, Vermont (pop. 4,500) is recruiting for an experienced public sector manager to serve as its next City Manager. Located on the southern shore of Lake Memphremagog, Newport serves as the economic and cultural hub of Vermont's Northeast Kingdom (NEK). The NEK offers four seasons of outdoor recreation anchored by Jay Peak ski resort, miles of hiking, biking, and four wheeling, and Newport's lakefront downtown.

Newport's downtown is recovering from a failed private redevelopment project. The City has responded with the Newport Initiative – an ambitious vision to form public/private partnerships to redevelop critical downtown properties, increase housing opportunities, and expand the tax base. For more on the Newport Initiative, visit discovernewportvt.com.

The City Manager will help achieve this vision by recruiting private sector partners, utilizing development incentives such as tax increment financing, and promoting the City's vision to the public and other stakeholders in writing and in person. The Mayor and City Council envision a capable leader who inspires public confidence, works well with community partners, and can build and maintain public trust.

The Position

The City Manager is the Chief Administrative Officer of the City. They work closely with the Mayor and City Council to develop policy priorities, pursue strategic opportunities, and implement the Council's vision in the City's departments and programs. The Manager is responsible for developing and managing the annual budget, managing economic development projects, overseeing personnel matters, implementing City Council decisions, and managing the delivery of City services.

Newport is a full service community that provides police, fire, water/sewer, recreation, and public works services in seven square miles. The Manager reports to the five-member City Council, comprised of four Aldermen and the Mayor who are elected at large and typically meet twice a month. The Mayor and City Council provide broad policy direction while delegating operational matters to the Manager. The Mayor provides political leadership to advance key City initiatives while the Manager provides administrative leadership.

The Manager oversees all day-to-day operations and is responsible for building a strong leadership team. There are 47 full time employees and two unions (police and public works). Labor relations are generally strong. The City has combined budgets of \$13 million across multiple funds. A Finance and Office Administrator assists with budgeting and human resource administration.

The Manager must be the consummate generalist and able to easily transition from strategic conversations about redevelopment opportunities and growing the tax base to operational matters such as camping regulations on the City owned campground and annual street paving. While the position has many responsibilities, it is primarily a people-centered position. The Manager must be both affable and knowledgeable, and able to connect with others from all walks of life. A detailed job description is available at newportvermont.org.

Desired Characteristics

Fit: the Manager should enjoy living in Vermont's Northeast Kingdom.

Trustworthy: an honest broker who upholds high ethical standards.

Stabilizing force: the Manager should provide stability in a position with recent turnover.

Strategic: the Manager must be a strategic thinker and able to navigate through challenging political waters.

Consensus builder: the Manager must be skilled at finding the common ground between different perspectives and helping to forge consensus.

Energetic: the Manager should be genuinely excited over the challenge of managing a resurgent community and the process of renewal.

Knowledgeable: previous experience as a Manager or a department head in a full service community.

Pragmatic: able to think creatively and solve problems both large and small.

Budget experience: previous experience building budgets and achieving economies of scale or efficiency.

Compensation and Qualifications

The City Council envisions starting the next Manager with an annual salary between \$125,000 and \$140,000, depending on qualifications and experience. Newport covers 100% of health insurance for employees and family. Retirement benefits are provided through the Vermont Municipal Employees Retirement System Group C, with full retirement eligibility at age 55. A relocation stipend of up to \$7,500 is available. The Manager will receive either a City car or a mileage stipend. A Bachelor's Degree is preferred. Previous leadership experience in a comparable organization is required. While city residency is not required, reasonable proximity to Newport is important for participation in the civic life of the community.

The Process

The City has formed a search committee who will conduct the first round of interviews. The committee is comprised of two City Councilors, two staff members, and two members of the public. Recruitment is being managed by the Vermont League of Cities and Towns. Initial review of resumes is planned for May 29, 2026. To apply, please send a PDF formatted resume and cover letter via email to Dominic Cloud at dcloud@vlct.org. Mr. Cloud can also be reached via phone or text at (802) 309 - 1775.



The City of Newport is an equal opportunity employer.



City Manager..... (802) 334-5136
City Clerk/Treasurer 334-2112
Public Works/Parks 334-2124
Zoning Adm./Assessor 334-6992
Recreation 334-6345
Fax..... 334-5632



City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Approved by City Council, April 9, 2026

City Manager Job Description

Nature and Scope

The Newport City Manager is the Chief Administrative Officer of the City. They work closely with the Mayor and City Council to develop policy priorities, pursue strategic opportunities, and implement the City Council's vision through the City's departments and programs.

The Manager is responsible for developing and managing the annual budget, managing economic development projects, overseeing personnel matters, implementing City Council decisions, managing the delivery of City services, and administering City departments efficiently and effectively.

Essential Functions

The Manager serves as the critical link between the Mayor / Council and the staff and is responsible for the following duties and responsibilities:

- Serve as the principal advisor and staff member to the Mayor / Council; ensure that City Council meetings are well staffed with clear, concise materials and action items that facilitate the work of the Council.
- Manage all operations and personnel of the City in accordance with City Charter.
- In close collaboration with the Mayor, facilitate the development of policy-oriented goals and objectives at the City Council level and implement those goals and objectives through the Department Heads and other staff.
- Collaborate with the Mayor and City Council, Newport Downtown Development staff, and other economic development advisors to advance redevelopment efforts of the City.
- Cultivate an accomplished team of Department Heads and facilitate their collaboration in support of City priorities; provide the supervision and performance management necessary to build a high-performance organization.

- Ensure the preparation and implementation of various City budgets and capital programs and regular reporting on the financial condition of the City; serve as chief procurement officer for the City.
- Develop or maintain a deep knowledge of Vermont municipal management and the laws, best practices, and emerging trends in the field; serve as resident expert on municipal government.
- Prepare and advise the Mayor and City Council on major city agreements such as union contracts, insurance settlements, real estate and legal matters.
- Serve as primary press contact for the City, unless a Department Head or the Mayor is more appropriate due to the subject matter.
- Serve as a principal representative of the City; regularly engage with stakeholders, partner organizations, and the general public. Appear formally and informally at City and community events.
- Provide the Mayor / City Council with strategic advice that includes professional expertise of the staff, operational constraints, and legal requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

- Strong, working knowledge of local government.
- Ability to think strategically and anticipate possible outcomes based on knowledge and experience.
- Ability to build consensus and find common ground between different perspectives.
- Strong personnel and project management skills.
- Ability to gain the trust and respect of others.
- Ability to use tact and diplomacy to express disagreement or concerns to others while still serving as a strong collaborator.
- Ability to inspire confidence of others.
- Ability to accept constructive criticism, communicate, and work well with others.
- Ability to build and maintain effective relations with State and Federal agencies and representatives, City leadership, business leaders, and community stakeholders.
- Ability to drive and travel locally, statewide, and into Canada.

EDUCATION, TRAINING, AND EXPERIENCE

- Bachelor's Degree preferred.
- At least five years of public management experience.
- Working knowledge of principles and practices of public administration.

PHYSICAL DEMANDS / WORK ENVIRONMENT

This is an office-based position. The Manager is expected to have a physical presence throughout the City. While performing the duties of this job, the Manager is required to communicate frequently with the public, City Councilors, and City staff members, operate office equipment, move throughout the City, and travel throughout the State and into Canada. The Manager is often required to sit for long periods of time.