



# 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](http://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](http://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](mailto: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.*

