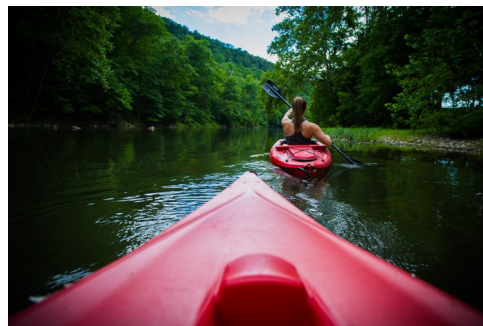


Town of Woodstock, Virginia

135 NORTH MAIN STREET, WOODSTOCK, VA 22664



DEPUTY TOWN MANAGER





Our Community

The Town of Woodstock, the county seat of the scenic Shenandoah County, has a population of 5,132 and boasts a historic, charming, and bustling community. It is the county center for retail, professional services, healthcare, and dining. Woodstock is the fourth oldest town in Virginia, and encompasses the historic "Main Street" feel that many localities attempt to build. Citizens and visitors are able to stroll in and out of locally-owned galleries, museums, restaurants, and shops, as well as take advantage of modern commercial conveniences.

Woodstock has a mixture of young families and retirees due to its close proximity to Washington D.C. and other Northern Virginia communities. Many individuals still commute to Northern Virginia for employment, but Woodstock has experienced an interest in young professionals locating here, noting the small-town environment, recreational amenities in and around Woodstock, and quality and diverse housing stock. Woodstock's quality of life components surpass those of any town its size, to include festivals, concert events, children's activities, and great park system. The Shenandoah River flanks Woodstock, as do many vineyards, and the Shenandoah National Park. Area activities and attractions include wineries and breweries, a talented artisan trail, caverns, walking trails and scenic byways, canoeing, swimming, fishing, skiing, snowboarding, "pick your own" farms, farmer's markets, plant and tree retail centers and nurseries, historic battlefields, corn maze, geocaching, hot air balloon rides, and much more!

Our Government

The Town of Woodstock was founded in 1752 and operates under a Council/Manager form of government. The six member Town Council are elected at-large for staggered terms of four years and the Mayor is elected at-large. The Town Council acts as the Town's legislative and policy-making body and hires a Town Manager, who is responsible for implementing the policies and programs adopted by the Town Council. The Town has 58 full-time employees, as well as part-time and seasonal employees. The employees of the Town provide high service police protection, planning and zoning, marketing and events, public works (streets, water and sewer distribution, water treatment, wastewater treatment, park maintenance, fleet maintenance), urban tree canopy development, finance, human resources, and administration. We foster a collaborative approach to opportunities and challenges and work well with members of our management team.

Our organization has been the recipient of many outstanding achievement awards, notably from the Government Finance Officer's Association, Virginia Department of Health, Virginia Downtown Development Association, the Arbor Day Foundation, Department of Forestry, Virginia Rural Water Association, and Valley Conservation Council. Our Police Department is one of the smallest, fully accredited agencies in Virginia through VLEPSC. Our Public Works Department has been recommended by the APWA Accreditation Assessors after a thorough review in the beginning of June and will endeavor to be the smallest accredited agency in Virginia.

The Town has an overall operating budget of approximately \$13m, which includes the General Fund and Public Utilities (Enterprise) Fund. The Planning Commission and Town Council have adopted a \$9.3m seven-year comprehensive draft Capital Improvement Plan to guide future infrastructure investments in three areas—investing in neighborhood connections and amenities, excellent infrastructure, and the tools to do the job. In addition, the Town Council adopted a five-year Strategic Plan, with individual department objectives.



Our Plan for Woodstock

Woodstock's mission is to "encourage and facilitate economic growth, to provide a safe environment for a diverse community, and to provide high quality and efficient services to the public, while emphasizing the Town's unique character, planning for the future, and leading by example through the implementation of best practices." In the past years spent in the nationwide recession, the Town is beginning to enjoy modest growth and a renewed interest in development. During that time, our organization has been able to conduct capital and strategic planning, and is interested in continuing to update those plans periodically. In addition to capital and strategic planning, the Town would like to update its Comprehensive Plan and would like to embark on a comprehensive Economic Development Plan. The Town has continued to make investments in infrastructure, and has paid much attention to quality of life components. We want to continue to make those improvements, eyeing projects that increase walkability, emphasize green infrastructure, and includes quality building materials and landscaping in our public spaces. **Our future facility upgrades include the renovation and reuse of a circa 1908 school to a Municipal Office, a connected trail and sidewalk network, and downtown streetscape improvements.**

We have continued to make investments in our talented staff, being within or above the industry standard for employee total compensation. We are able to attract individuals who have specialized certifications and qualifications, and rival other localities in our region. We hope to continue human resources development by planning for staffing needs in the same way that we plan for capital needs, as well as create a succession plan for positions that will be vacated due to retirement.

Our Ideal Candidate

The Town of Woodstock's Deputy Town Manager has recently accepted a promotion at a larger local government entity, resulting in a vacancy. The ideal candidate will provide support to the management team and staff in day-to-day operations, as well as have a long-term vision for the Town. The candidate will have significant, well-rounded experience in local government best practices in the areas of finance, personnel leadership, risk management and procurement, community development (to include economic development), parks and recreation, public works, and law enforcement. The ideal candidate will be extremely well-written and well-spoken in a variety of public situations, will have experience in public policy and procedure creation, and will be able to give examples of how he/she has led important organizational initiatives and projects in the public sector.

The development and maintenance of capital, strategic, economic, human resources, and communications plans will be essential to the position. Therefore, the ideal candidate will be visionary, however will have a good understanding of how overarching goals can be pared down to measurable action items. The ideal candidate will continue educational initiatives in order to stay attuned to changes and best practices in the industry.

Our ideal candidate will have a *genuine* interest in making the Town a better place to live, work, stay, shop, and play!



Deputy Town Manager—The Position

The Deputy Town Manager performs complex professional and administrative work, assisting the Town Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the town government. The Deputy Town Manager collaborates with the management team in the creation and maintenance of the Town's operating and capital budgets, strategic, economic, and comprehensive plans, and human resource development. Responsibilities include coordinating Capital Improvement Plan maintenance, economic plan development, managing grants, assisting in the development of the Town budget and other financial documents, maintenance of the communications strategy, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. The Deputy Town Manager provides supervision over all Town staff in the absence of the Manager.

Required Essential Functions:

- Assists the Town Manager with the direction, control, and evaluation of town operations.
- Assists with the development and preparation of the annual operating and capital budgets.
- Supervises assigned employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; evaluates performance; assists in the selection of employees; recommends rewards and discipline. Supervises assigned employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; evaluates performance; assists in the selection of employees; recommends rewards and discipline.
- Assists in the development of various human resources programs, policies, and procedures.
- Conducts research for Council; coordinates compilation of data for town plans.
- Assists with economic plan creation and maintenance; provides information to potential economic development partners; assists with marketing the Town to future citizens and development partners.
- Works directly with operating departments such as Public Works, Police, and Planning & Community Development, including, but not limited to, operational analyses, staffing analyses, capital planning, and strategic planning.
- Researches and applies for grants; oversees, monitors, and coordinates grant programs; familiar with Federal and State grant administration.
- Oversees the Town's Communications Plan and oversees social media programming.
- Oversees the Town's Risk Management Program; monitors and evaluates loss and injury trends; represents the Town pertaining to all insurance matters.

Essential Functions Continued →



Deputy Town Manager—The Position (Continued)

- Attends meetings of Town Council, Council Committees, and various boards and committees; represents the Town in other meetings as directed.
- Manages town projects as assigned.
- Conducts research pertaining to local issues, public policy, and best practices.

Required Knowledge, Skills, and Abilities:

Comprehensive knowledge of public management best practices and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function, and methods of operation of the Town's elected body, management team, and operational departments; comprehensive knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, general administration, and others underlying a municipal corporation; thorough knowledge of municipal finance, economic development, planning, and administration; general knowledge of the theories, principles, and practices of public personnel administration; ability to analyze and develop recommendations; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare work procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with local, state, and other officials, civic and business leaders, Town Council, employees, and the public.

Education & Experience:

Bachelor's degree in business/public administration, or related field and considerable experience in public administration; or equivalent combination of education and experience. Experience in economic development, human resources, risk management, finance, public policy, public information, and capital planning and construction. Master's degree in business administration/public administration preferred.



Our Compensation Package

The Town of Woodstock offers an excellent benefit package, including full coverage of employee health insurance, and partial coverage for a dependent or family. In addition, the Town participates in the ICMA RC 457 deferred compensation plan, Virginia Retirement System (a defined benefit program), term life insurance, educational assistance, AFLAC, and competitive leave (vacation, sick, paternity/maternity, bereavement, etc.). Employees with certification requirements can continue to maintain professional standards through continued training and education.

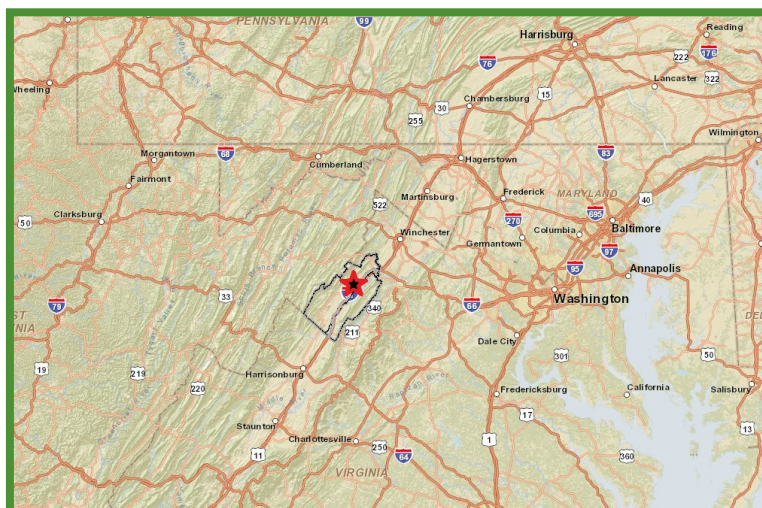
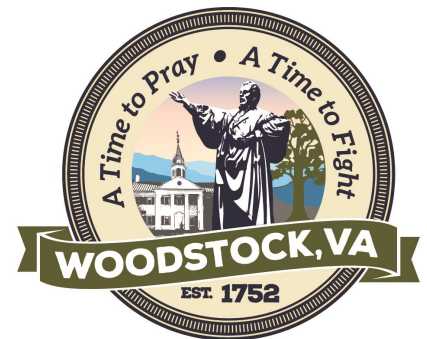
The salary range for this position is \$66,592 - \$103,218 and offer is commensurate with experience and/or special qualifications. *Anticipated hiring range is \$66,592-\$85,000.*

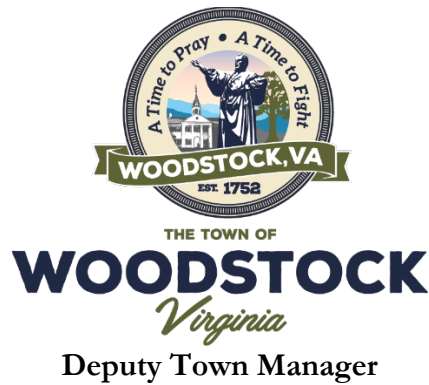
How to Apply

Qualified applicants should forward the Town of Woodstock application, resume, and cover letter to:

Angela K. Clem
Town Manager
135 North Main Street
Woodstock, VA 22664
angela.clem@townofwoodstockva.gov
townofwoodstockva.gov/jobs
540.459.3621

Application deadline is **Thursday, July 11, 2019, 5:00 pm local prevailing time.**





The Town of Woodstock is seeking an analytical, professional individual to join the Town's management team as the Deputy Town Manager. The Deputy Town Manager performs complex professional and administrative work assisting the Town Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the town government. Collaborates with the management team in the creation and maintenance of the Town's operating and capital budgets, strategic, economic, and comprehensive plans, and human resource development. Responsibilities include coordinating capital improvement program maintenance, economic plan development, managing grants, assisting in the development of the Town budget and other financial documents, maintenance of the communications strategy, project and program management, and related work as apparent or assigned.

Comprehensive knowledge of public management best practices and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function, and methods of operation of the Town's elected body, management team, and operational departments; comprehensive knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, general administration, and others underlying a municipal corporation; thorough knowledge of municipal finance, economic development, planning, and administration; general knowledge of the theories, principles, and practices of public personnel administration; ability to analyze and develop recommendations; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare work procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with local, state, and other officials, civic and business leaders, Town Council, employees, and the public.

Bachelor's degree in business/public administration, or related field and considerable experience in public administration; or equivalent combination of education and experience. Experience in economic development, human resources, risk management, finance, public policy, public information, and capital planning and construction. Master's degree in business administration/public administration preferred.

The position is at-will, full-time, with night meeting requirements. Hiring range is \$1,280/week-\$1,634/week, annualized to \$66,592-\$85,000 and is classified as a FLSA exempt position. The successful applicant must be able to pass a pre-employment, post-offer drug screening. The position packet is available at the *Town of Woodstock Municipal Office, 135 North Main Street, Woodstock VA 22664* or www.townofwoodstockva.gov/jobs.

Completed applications are due by **5:00 p.m. on Thursday, July 11, 2019**. The Town is an equal opportunity employer.

Deputy Town Manager

Dept/Div: Administration/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex professional and administrative work assisting the Town Manager in a variety of assignments relating to the planning, direction, control, and evaluation of the operations and programs of the town government. Collaborates with the management team in the creation and maintenance of the Town's operating and capital budgets, strategic, economic, and comprehensive plans, and human resource development. Responsibilities include coordinating Capital Improvement Plan maintenance, economic plan development, managing grants, assisting in the development of the Town budget and other financial documents, maintenance of the communications strategy, and related work as apparent or assigned. Work is performed under the general direction of the Town Manager. Provides supervision over all Town staff in the absence of the Town Manager.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Assists the Town Manager with the direction, control, and evaluation of town operations.

Assists with the development and preparation of the annual operating and capital budgets.

Supervises assigned employees; assigns and reviews work; acts on problems and complaints; instructs and trains employees; evaluates performance; assists in the selection of employees; recommends rewards and discipline.

Assists in the development of various human resources programs, policies, and procedures.

Conducts research for Council; coordinates compilation of data for town plans.

Assists with economic plan creation and maintenance; provides information to potential economic development partners; assists with marketing the Town to future citizens and development partners.

Works directly with operating departments such as Public Works, Police, and Planning & Community Development, including, but not limited to, operational analyses, staffing analyses, capital planning, and strategic planning.

Researches and applies for grants; oversees, monitors, and coordinates grant programs.

Oversees the Town's Communications Plan and oversees social media programming.

Oversees the Town's Risk Management Program; monitors and evaluates loss and injury trends; represents the Town pertaining to all insurance matters.

Attends meetings of Town Council, Council Committees, and various boards and committees; represents the Town in other meetings as directed.

Manages town projects as assigned.

Conducts research pertaining to local issues, public policy, and best practices.

Knowledge, Skills and Abilities

Comprehensive knowledge of public management best practices and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function, and methods of operation of the Town's elected body, management team, and operational departments; comprehensive knowledge of the basic laws, ordinances, and regulations applicable to budget preparation, general administration, and others underlying a municipal corporation; thorough knowledge of municipal finance, economic development, planning, and administration; general knowledge of the theories, principles, and practices of public personnel administration; ability to analyze and develop recommendations; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare work procedures; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with local, state, and other officials, civic and business leaders, Town Council, employees, and the public.

Education and Experience

Bachelor's degree in business/public administration, or related field and considerable experience in public administration; or equivalent combination of education and experience. Experience in economic development,

Deputy Town Manager

human resources, risk management, finance, public policy, public information, and capital planning and construction. Master's degree in business administration/public administration preferred.

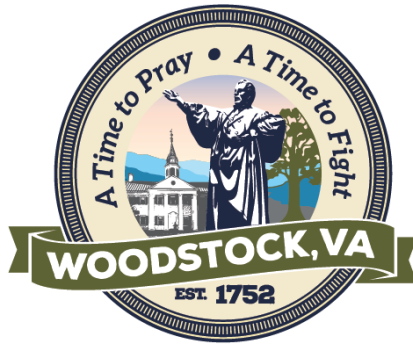
Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work frequently sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions, exposure to extreme cold (non-weather) and exposure to extreme heat (non-weather); work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.
Availability in emergency situations may be required.

Last Revised: 6/17/2019



THE TOWN OF
WOODSTOCK
Virginia

APPLICATION FOR EMPLOYMENT

FOR THE TOWN OF WOODSTOCK

Town of Woodstock
135 North Main Street
Woodstock, Virginia 22664
Phone: 540.459.3621
Fax: 540.459.3085
www.townofwoodstockva.gov

AN EQUAL OPPORTUNITY EMPLOYER
ADA REASONABLE ACCOMMODATIONS UPON REQUEST

Instructions: Please complete the entire application. Incomplete applications WILL NOT be considered. Mail or bring your completed application to the Town of Woodstock Municipal Office at 135 North Main Street, Woodstock, Virginia 22664.

POSITION APPLYING FOR _____ DATE OF APPLICATION _____

PRINT NAME _____
(LAST) (FIRST) (MIDDLE)

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE Home (____) _____ Work (____) _____

EMAIL _____ Best Time to Contact You? __:___AM/PM

Are you legally eligible to work in the U.S.? ☐ Yes ☐ No Are you a veteran? ☐ Yes ☐ No
(Proof of citizenship or immigration status will be required upon employment)

Do you have a valid driver's license? ☐ Yes ☐ No Commercial Drivers License? ☐ Yes ☐ No

Expiration date: _____ Driver's License Number: _____

Have you previously filed an application with the Town of Woodstock? ☐ Yes ☐ No

If "YES" give position applied for and date _____

Are you currently employed? ☐ Yes ☐ No May we contact your present employer? ☐ Yes ☐ No

Date available for work ____/____/____ What is your desired salary range? _____

EDUCATION: Name and location of high school attended: _____

Did you graduate? ☐ Yes ☐ No If not, have you passed a G.E.D. test? ☐ Yes ☐ No

	School & Location	From	To	Date Graduated	Degree	Major Area of Study
College Or University						
Other Education						

SPECIAL QUALIFICATIONS AND SKILLS (please describe any specialized training and skills, professional licenses and certificates, publications, scholastic honors, foreign languages, etc.):

PROFESSIONAL, TRADE, BUSINESS, OR CIVIC ACTIVITIES AND OFFICES HELD (you may exclude membership which would reveal gender, race, religion, national origin, age, ancestry, disability or other protected status):

EMPLOYMENT EXPERIENCE: Start with your present job and work back, include military and volunteer experience. Additional experience should be listed by attaching separate sheets of paper or a personal resume. Be sure to include all requested information.

Present Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Employer _____

Address _____

Phone Number (____) _____ Fax (____) _____

Job Title _____ Starting Salary _____ Present/Ending Salary _____

Dates of Employment: From _____ to _____ Hours per week _____

Supervisor's Name _____

Reason for Leaving _____

Work Description _____

Have you ever been dismissed or forced to resign a position? ☐ Yes ☐ No

Have you ever been convicted of any offense against the law? Please omit juvenile offenses and minor traffic violations. Include convictions by general court martial while in the military service. ☐ Yes ☐ No

If "YES", give date, place, charge, court, and fine or sentence. _____

(A conviction does not automatically mean that you cannot be employed. What you were convicted of and how long ago are important. Give all the facts so that a decision can be made.)

How did you learn about the position for which you are applying? _____

ADDITIONAL INFORMATION: State any additional information that you feel may be helpful to us in considering your application. Please also feel free to include your personal resume with this application.

REFERENCES:

1. Name _____

Address _____

Phone Number (____) _____

2. Name _____

Address _____

Phone Number (____) _____

3. Name _____

Address _____

Phone Number (____) _____

Note to Applicants: Please do not answer this question unless you have been informed about the requirements of the job for which you are applying:

Can you perform the essential functions of the job for which you are applying, either with or without a reasonable accommodation? ☐ Yes ☐ No

ATTENTION: THIS STATEMENT MUST BE SIGNED.

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge, and that misrepresentation or omissions may result in the rejection of my application, permanent ineligibility for appointments, or dismissal.

Signature of Applicant

Date

Thank you for your interest in the Town of Woodstock!



Background Investigation Release

I hereby authorize a representative of the Town of Woodstock, bearing this release, or copy thereof, within one year of the above date, to obtain any information pertaining to my police record, medical record, credit record, school record, and past and present employment record for the purpose of background investigation.

In applying for employment with the Town of Woodstock, I hereby waive my right of access to the letters relating to police records, medical, credit, school, or employment history, and letters of recommendation.

Date: _____

Full Name: _____
(Typed or Printed)

Full Name: _____
(Signature)

Social Security Number: _____

Address: _____

Telephone Number: _____

Subscribed and Sworn Before Me This _____ Day of _____, _____.

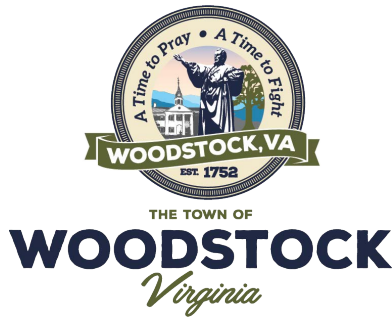
(Notary Public)

My Commission Expires _____, _____

Sec. 2-320. - Criminal history and other background checks of applicants, employees, and volunteers.

Pursuant to Sections 15.2-1503.1, 15.2-1505.1, and 19.2-389 of the Code of Virginia of 1950, as amended, the town manager, or his or her agent, in the interest of public welfare and safety, is enabled to require fingerprinting and access to information generated from the state and national criminal history record regarding applicants for certain employment or volunteer positions. The town manager shall determine the type and scope of the criminal history record checks and any other background checks to be required and performed for the affected positions. The town manager may require periodic criminal history record information and other background checks for current employees or volunteers.

Any applicant, employee, or volunteer shall, if required, submit to fingerprinting and provide personal descriptive information and any other necessary paperwork to be forwarded along with the fingerprints through the Virginia State Police Central Criminal Records Exchange to the Federal Bureau of Investigation for the purpose of obtaining state and national criminal history record information regarding such applicant, employee, or volunteer. (Code of the Town of Woodstock, Virginia)



EQUAL EMPLOYMENT OPPORTUNITY SURVEY

TO ALL APPLICANTS:

The Town of Woodstock, Virginia is an equal opportunity employer and values diversity. We are requesting that you provide us with the information indicated below. This information is kept for statistical reporting only and is treated in a highly confidential manner. It will not be used by or shared with the selection committee, and it will be maintained separately from your application file. Your cooperation by providing this information on a strictly **voluntary** basis is greatly appreciated. Refusal to provide this information will have no bearing on your application and will not subject you to any adverse treatment.

Date: _____ **Name:** _____

Position applying for: _____

Gender: ☐ Male ☐ Female

Ethnicity (check only one):

- ☐ Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ White (not Hispanic or Latino) - A person having origins in any of the original peoples of Europe, the Middle East or North Africa.
- ☐ Black or African American (not Hispanic or Latino) – A person having origins in any of the black racial groups of Africa.
- ☐ American Indian or Alaskan Native (not Hispanic or Latino) – A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.
- ☐ Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino) – A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.
- ☐ Asian (Not Hispanic or Latino) - A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.
- ☐ Two or More Races (Not Hispanic or Latino) – All persons who identify with more than one of the above five races.

Equal Employment Opportunity Survey, continued

Disability Status:

- ☐ Individual with Disabilities**
- ☐ Not Disabled

** Defined as a person who (1) has a physical or mental impairment which substantially limits one or more of his or her major life activity(s), (2) has a record of such impairment(s), or (3) is regarded as having such impairment(s). For purposes of this definition, an individual with disability(s) is substantially limited if he or she is likely to experience difficulty in securing, retaining, or advancing in employment because of the disability(s).

Veteran Status:

- ☐ Vietnam Era Veteran – Defined as a veteran who (a) served on active duty in the Republic of Vietnam between February 28, 1961 and May 7, 1975, or (b) served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964 and May 7, 1975, and was discharged or released therefrom with other than a dishonorable discharge, or (c) was discharged or released from active duty for a service-connected disability if any part of his or her active duty was performed between August 5, 1964 and May 7, 1975.
- ☐ Special Disabled Veteran – Defined as a veteran who is entitled to disability compensation (or who but for the receipt of military retired pay would be entitled to compensation) under laws administered by the Veterans Administration for a disability (i) rated at 30% or more, or (ii) rated at 10% or 20% in the case of a veteran who has been determined under Section 1506 to have a serious employment disability, or a person who was discharged from active duty because of a service-connected disability.
- ☐ Other Eligible Veteran – Defined as any veteran who served in a “war” declared by Congress, in a campaign or on an expedition for which a campaign badge, a service medal, or an expeditionary medal has been awarded.
- ☐ Not a Veteran

How did you learn about this position?

- ☐ Employee
- ☐ Newspaper
- ☐ Town website
- ☐ Other website _____
- ☐ Other _____