



recruitment announcement



Town Manager

Town Manager – Town of Mansfield, Connecticut

The Position

Mansfield is seeking a Town Manager to preserve the Town's sophisticated small town character, provide economic vitality for the community, and ensure that principles of sustainability guide zoning and development in the upcoming years. This vibrant and diverse community is known for its excellent public schools, community-wide events, parks and preserves, protected open spaces, agriculture, responsive and professional government, and being home to the main campus of the University of Connecticut. Mansfield has an inclusive and progressive government with stable leadership and an engaged community.

The Town Manager is appointed by and is responsible to the Council for the supervision, direction, and administration of all departments, agencies, and offices. The Town Manager is responsible for making recommendations to the Town Council concerning the affairs of the Town and facilitating the work of the Town Council in developing policy, preparing and submitting the annual budget to Council, and assisting the Council in the development of long-term goals for the Town and strategies to implement such goals. The Town Manager is also responsible for encouraging and providing staff support for regional and intergovernmental cooperation and promoting partnerships among Council, staff, and citizens in developing public policy and building a sense of community. In addition, the Town Manager serves as the Director of Public Safety, the Personnel Officer, and the legal Traffic Authority.

The Town Manager directly supervises the following eleven department heads: Assistant Town Manager, Director of Public Works, Town Clerk, Director of Building Maintenance, Library Director, Director of Building and Housing Inspection, Director of Planning and Development, Human Services Director, Fire Chief, Director of Finance, and the Director of Parks and Recreation. The Town Manager also works regularly with the Director of the Mansfield Downtown Partnership, Animal Control Officer, Director of Information Technology, Resident Trooper Sergeant, and Director of Health.

The position is open after the previous Town Manager accepted another career opportunity in the local government management field. He was employed by the Town for over 17 years; in the last 10 years, he served as Town Manager.



Form of Government

The Town operates under the Council-Manager form of government. A nine-member elected Town Council functions as the legislative and policymaking body and an appointed Town Manager serves as the chief executive officer responsible for overseeing the day-to-day operations of the Town. The Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one member to serve as mayor and another to serve as deputy mayor. The mayor and the deputy mayor retain full voting privileges.

The Council has three standing committees: Committee on Committees, Finance, and Personnel. Ad hoc committees are appointed as needed to review particular issues and to submit recommendations to the full Council.

The Town adopted the Council-Manager form of government in 1971 and has employed only three full-time Town Managers since then.

The Organization

Mansfield is a full-service municipality providing the following services: animal control, building and housing inspection, fire and emergency services, human services, library, parks and recreation, planning and development, police, public works, and several administrative functions including finance, human resources, information technology, and facilities management. The Town has an innovative regional and intra-governmental

Applications will be accepted electronically by The Novak Consulting Group at thenovakconsultinggroup.com/jobs and will be kept confidential. Applicants first complete a brief online form and then are prompted to provide one document (Word or PDF) that has a cover letter, resume with salary history, and a list of 3-5 professional references. Open until filled with first review of applications September 26, 2017.



shared services structure. The Town has approximately 135 regular employees, and an additional 240-265 part-time non-regular employees, for a total of 375-400 employees. The FY17-18 budget is \$60,188,406.

Requirements

The position requires a bachelor's degree and seven years' progressively responsible experience in a local government, including supervision and executive level management (manager/administrator, assistant manager/administrator, or key department director). Preferred qualifications include a master's degree in public administration or a closely related field, an ICMA-Credentialed Manager designation and experience in a college or university community. Strong fiscal management, labor relations, economic development, and regional and intergovernmental expertise are also preferred.

Residency is required within a reasonable timeframe after appointment to the position.

The Ideal Candidate

Mansfield's next Town Manager will be a respected, hardworking, and ethical local government management professional. He or she will be an effective listener and communicator comfortable speaking with all audiences including residents, business owners, employees at all levels, and the media. The Town Manager will be an approachable leader with a track record of community engagement, and skilled at building partnerships with government, educational, private, and nonprofit organizations to achieve community goals. The Town Manager will be an apolitical, diplomatic, and trusted leader, able to negotiate with outside entities on behalf of the Town. The ideal candidate should be confident in his or her abilities but also able to positively receive constructive criticism. He or she will be financially and politically savvy and open to ideas from staff, residents, and elected officials that will help the Town deliver high-quality services within its financial constraints. The Town Manager will be able to balance

The expected hiring range is \$140,000 – 155,000 depending on experience and qualifications, with an excellent benefit package.

Questions should be directed to Catherine Tuck Parrish or Chelsey Gordon at the email address at the bottom of the page or 513-221-0500.

(over, please)

APPLY ONLINE:

thenovakconsultinggroup.com/jobs

QUESTIONS?

apply@thenovakconsultinggroup.com

competing interests and help Council distinguish between the wants and needs of the community, identify short-term and long-term implications of decisions, and help bring consensus and focus on priorities. The ideal candidate will support a family-friendly culture, and empower and mentor staff to ensure the long-term success of the Town. The Town Manager values innovation and professional development personally, for the staff and for the organization.

Community

The Town of Mansfield, Connecticut has a population of 26,043 (approximately 13,000 year-round) and is located in the northeastern corner of the state, approximately 25 miles east of Hartford. Conveniently located approximately 90 miles from Boston, 140 miles from New York City and 40 miles from Providence, Mansfield is only an hour from premier beaches and an hour-and-a-half from the Berkshires (best leaf peeping in the world).

Most notably, Mansfield is a small college town, home to a large university. The University of Connecticut is a major public research university and is ranked among the Top 25 public universities in the nation.

Mansfield is known for its excellent public schools. The Mansfield School District consists of three elementary schools and one middle school. High school students attend E.O. Smith High School, part of the Region 19 district.

The community's town center is known as Storrs Center, a new, award-winning mixed-use town center and main street corridor at the crossroads of the Town and the University of Connecticut. Storrs Center combines retail, restaurants, office uses and a public square along with a variety of residence types including rental apartments, town homes and condominiums.

Mansfield provides outdoor amenities with parks, preserves and trails throughout the community. In 2003, the Town opened a 38,000-square foot Community Center that has become a health, fitness, educational, and recreational resource for the entire region. The Town also offers youth athletic leagues, summer camps, and before/after school programs.

Mansfield is an award-winning community, receiving the 2016 Capitol Region Council of Governments (CRCOG) Inter-Town Cooperation Award, the 2016 CRCOG Regional Sustainability Award, The State of Connecticut Department of Environmental Protection and the Connecticut Recreation and Parks Association Certificate of Recognition, and The Clean Energy Communities Program Bright Idea Grant Award, among many others.

Challenges

Mansfield has initiated various municipal infrastructure studies that will need to be analyzed and implemented by the Town Manager in collaboration with the Town Council.

The State of Connecticut is facing significant budget deficits that have the potential to negatively impact Mansfield revenue.