

## **TOWN OF ROCKY HILL JOB POSTING**

**(This is an advertisement. Please see below for a detailed job description.)**

### **TOWN MANAGER**

The Town of Rocky Hill, one of Connecticut's most desirable places to live and work, is accepting applications for the position of Town Manager. Centrally located along the beautiful Connecticut River, Rocky Hill is a thriving community with a rich heritage dating back to being independently incorporated in 1843. We strive to preserve our small town charm, while encouraging new development.

This position serves as the chief executive officer for the Town. Successful candidates will have exceptional collaborative skills with a demonstrated ability to build constructive working relationships with both internal and external stakeholders. Candidates with significant experience in economic development, short-term and long-range planning skills, and demonstrated achievements in fiscal management, will be favorably considered. Management activities are conducted in accordance with the [Town Charter](#), [Ordinances](#), and federal, state and local laws. The Town Manager oversees all Town Department functions with the exception of the Board of Education, and has oversight of matters affecting Town real estate and personal property. The Town Manager works closely with the Town Council, Town Boards and Commissions. Town residency must be established during tenure in this role.

The Town of Rocky Hill is accepting confidential applications by email to Human Resources, Attention: Dana McGee, Director of Human Resources and Legal Compliance ([hrdept@rockyhillct.gov](mailto:hrdept@rockyhillct.gov)). Application materials must clearly reflect significant experience and achievements directing municipal functions. Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which sets forth compensation requirements; 3) Professional references; and 4) A completed Town of Rocky Hill Application for Employment. Incomplete applications will not be reviewed by the search committee. Applications will be accepted until the position has been filled.

Please be advised finalists will be required to undergo a comprehensive background, financial, and/or criminal investigation.

**The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.**

**Town of Rocky Hill  
Job Description**

**POSITION:** TOWN MANAGER  
**DEPARTMENT:** ADMINISTRATION  
**REPORTS TO:** TOWN COUNCIL  
**SUPERVISES:** ALL TOWN DEPARTMENTS WITH THE EXCEPTION OF SCHOOLS/EDUCATION  
**BARGAINING UNIT:** NON-BARGAINING

**Purposes of the Position:**

The Town Manager, under the supervision of the Town Council, shall ensure:

1. Town resources are utilized effectively and efficiently to attain or maintain the highest practicable level of service on behalf of town residents, consistent with the current town budget.
2. Town activities are conducted in accordance with the Town Charter, Ordinances, federal, state and local laws, regulations, codes, policies and procedures, and with accepted professionals standards and principles that apply to employees providing said services, and
3. The approved budget is managed in accordance with established fiscal protocols.

**Delegation of Authority:**

1. The Town Manager is given the authority, responsibility, and accountability, by the Town Charter necessary for carrying out his or her assigned duties.

**Major Duties and Responsibilities:**

1. The Town Manager shall assume responsibility for satisfactory performing Administrative, Personnel (Human Resources/Labor Relations), Planning, Financial Management, including the acquisition of federal, state and private grant funding, and community outreach activities. Following are examples of some of those responsibilities in each area. Please note that there will be other duties as assigned.

**Administrative Activities:**

1. Supervises/manages functions in all Town Departments, with the exception of Schools/Education.
2. Confers with the Town Council concerning budgetary issues, as necessary.
3. Annually reviews the Town Hall organizational structure to ensure the continued efficient provision of quality services.
4. Ensures that current, accurate records are maintained in each Department, submits requested reports to the Town Council.

5. Demonstrates a commitment to the provision of quality services on behalf of Town residents and personnel.
6. In conjunction with the Town Council, develops, maintains, and periodically assess the need for new and/or revised policies, procedures and related forms for each Town Department.
7. Explains and/or clarifies Town policies, procedures to Department Heads and other personnel and Town residents as requested or as necessary.
8. Ensures the development and maintenance of collaborative relationships with all Town Departments.
9. Treats employees fairly, with dignity and respect.
10. Completes and dates required reports, forms, evaluations, studies, etc., and enters information in records, reports, and other required documents in a clear, concise, pertinent, accurate, objective and timely manner.
11. Develops, implements, and maintains, in conjunction with the Town Council and Department Heads, an ongoing Quality Improvement Plan for the Town which shall include:
  - a) Identification and monitoring of indicators of quality services and activities
  - b) Evaluation component which shall include representation from Town residents and all Town Departments' assessments based upon a written improvement plan for each Department.
12. Works independently and cooperatively with Town personnel and the Town Council to achieve goals and objectives.
13. Has the capacity to install team building approach among Town employees to solve problems and enhance services to Town residents.
14. Demonstrates ability to consistently exercise appropriate judgment.
15. Develops contractual agreements with providers, consultants, and other entities; consults with the Town Council prior to finalizing agreements, as necessary.

**Personnel (Human Resources/Labor Relations) Activities:**

In accordance with Federal and State Laws and regulations, as well as the Town of Rocky Hill's established Human Resources policies and procedures, the Town Manager:

1. Interviews applicants for positions the Town Manager shall directly supervise; makes hiring decisions. Review and make hiring decisions of other applicants, as recommended by Department Heads.
2. Ensures the confidentiality of all employee information.
3. Directly supervise Department Heads and other personnel as required. Completes required performance evaluations after reviewing performance, attendance, tardiness, and all other relevant information.
4. Is responsible for administering all policies and procedures in a fair and equitable manner.

5. Ensures that Department Heads establish and maintain necessary and adequate filing systems and that personnel record information is kept in accordance with federal and state laws and regulations and Town Personnel policies and procedures.

#### **Financial Management Activities:**

1. Works closely with the Director of Finance to ensure that complete and accurate records of the Town's financial status, controls, transactions, and administrative activity are maintained and reasonably available as required by law.
2. Works with the Town Council, Finance Committee, and Superintendent of Schools to assist in drafting and finalizing proposed annual budgets.
3. Prepares, in conjunction with the Director of Finance, Board of Finance, and Town Council, a long range financial management plan.
4. Works with the Director of Finance to prepare and render reports to the Town Council and Board of Finance as required or requested.
5. Ensures that all necessary and approved supplies, materials, equipment and other commodities (with the exception of the Board of Education, unless specifically requested by such Board), are purchased in accordance with statutes, regulations, policies and procedures.
6. Manages or provides for the management of all Town real estate and personal property; maintains a full and complete inventory of all property including that under the jurisdiction of the Board of Education; manages or provides for the management of the rental and use of Town facilities and property except under the control of the Board of Education.
7. Applies for and administers federal, state and private foundation grant funding; works with elected State Representatives and Senators on state funding, reimbursement or grant opportunities important to the Town.

#### **Planning Activities:**

1. Initiates, coordinates, and implements short-term and long-range planning in conjunction with Department Heads, Town Council, and other relevant Boards and Commissions as well as town residents, which shall include future physical plant consideration.
2. Works with the Town Council and relevant Boards and Commissions, and residents to coordinate efforts to address:
  - a) Economic development activities intended to assist existing local businesses; increase Town revenue by promoting planned development activities.
  - b) A master facilities plan and the preservation of natural resources in conjunction with relevant Boards and Commissions for the benefit of residents.
3. Represents the Town in regional, state and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities available to the Town.

**Community Outreach Activities:**

1. Interacts with the public on a regular basis to keep residents informed of Town policies and procedures.
2. Oversees the preparation, publication, and distribution of the Annual Town Report.
3. Interacts with members of Town Boards, Commissions, Fire and Ambulance Departments to actively engage and promote volunteer participation in the overall operation of Town government.
4. Encourages citizen feedback, in conjunction with the Town Council, to conduct periodic public meetings to listen to citizens, recommendations for enhancing Town government, and encouraging voter turnout in elections and referendums.

**The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.**

**Educational and Experience Requirements:****Special Requirements:**

1. Minimum four (4) year Business Degree required.
2. Prior municipal manager experience preferred.
3. Ability to establish and maintain effective working relationships with individuals and groups, both professional and non-professional, co-workers, management personnel, the public and others.
4. Ability to work in a fast-paced environment and juggle multiple priorities.
5. Able to think quickly, assess a situation and make a sound decision.
6. Ability to make mathematical calculations including prorated calculations with a high degree of accuracy.
7. Knowledge of the special laws, regulations and technical terminology pertaining to assigned work.
8. Ability to organize work according to standard office procedures and to establish priorities within work assignment.
9. Strong working knowledge of all MS Office suite software.
10. Ability to read and understand legal descriptions.

**Mental and Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.

2. Frequently is required to walk and sit.
3. Occasionally required to stand; climb or balance; and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to 25 pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. The dexterity necessary to utilize a computer keyboard on a regular basis is essential.

The Town of Rocky Hill is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act.

**Revised: 11/09/2016**

**Approved by Town Council: 11/14/2016**