THE COMMUNITY

The Town of Rocky Hill is located halfway between New York City and Boston, is home to roughly 21,000 people and is renowned for being one of Connecticut’s most desirable places to live, play, and work. This thriving community has a rich heritage dating back to being independently incorporated in 1843. The Town covers 13.45 square miles and is named for the trap rock ridge that rises in the northeast. Located along the banks of the beautiful Connecticut River, Rocky Hill has an award-winning public-school system, burgeoning economic development, and diverse civic-minded residents. Closely located to the bustling state capital of Hartford, the Town strives to preserve its small-town charm while nurturing business and residential growth.

Families and businesses choose Rocky Hill for its ideal location, small-town charm, great schools, and exceptional quality of life. The Town has one of the country’s oldest continuously operating ferries running between Rocky Hill and Glastonbury on the Connecticut River and is home to the famous Dinosaur State Park which displays fossilized dinosaur footprints discovered in the 1960s, nature trails, and ten public parks. Residents and visitors enjoy boating on the Connecticut River, hiking, taking in a show at the Amphitheater, and a multitude of cultural and entertainment amenities nearby.

With a highly educated and motivated workforce, Rocky Hill has capitalized on the availability of highway, rail, port, and airline services to grow into an economic hub for advanced manufacturing, financial services, healthcare, information technology, and retail. Major employers include Henkel Headquarters (Adhesive Technologies, Beauty Care, and Laundry & Home Care), Arburg, (high end injection molding machines), Atg Holdings (wholesale medical equipment), Tallan (application development and data management) and West Side Market Place (retail). With a wide range of housing stock from apartments, condos, and historic homes to starter homes and larger family-sized homes, Rocky Hill is a wonderful place to call home. The largest Rocky Hill racial/ethnic groups are White (68.6%) followed by Asian (18.7%) and Hispanic (5.4%). The Town’s median home value is $264,100, with a median household income of $85,125.
GOVERNANCE & ORGANIZATION

The Town of Rocky Hill operates under a Council-Manager form of government with the Town Council comprised of a Mayor and eight Council Members who are elected on a partisan basis to 2-year terms, with the next municipal election scheduled for November 2023. The Town Council appoints a Town Manager who serves as the Chief Executive Officer for the Town who is responsible for oversight and administration of all day-to-day operation of municipal functions with the exception of the Board of Education. The previous Town Manager is leaving following a tenure with the organization for 23+ years, which included posts as Town Manager since 2018, with previous service as the Interim Town Manager and Finance Director.

Rocky Hill has adopted a Fiscal Year 2023 Annual Budget of $92.2 million, which includes $33.1 million for Town operations and $49.7 million for Board of Education operations, supported through millage rates of 34.52 for Real & Personal Property and 32.46 on Motor Vehicles.

Through innovative and collaborative efforts, Rocky Hill regularly receives recognition, grants, and awards for its financial stewardship, safety practices, and programs provided to its residents. The municipal organization is organized into several Departments that report to the Town Manager that include Administration, Assessment, Community Development, Economic Development, Emergency Management, Facilities, Finance, Fire, Human Resources and Legal Compliance, Human and Youth Services, Information Technology, Library, Parks and Recreation, Police, Public Works, Registrar of Voters, Senior Services, Tax Collection, and Town Clerk. The Town employs approximately 150 full time employees who provide municipal services, with most front-line employees represented by collective bargaining agreements.
ABOUT THE POSITION

The Town Manager serves as Chief Executive Officer of the municipal government, and reports to the Town Council for oversight of Town services pursuant to the Town Charter, as well as federal, state, and local laws, and within accepted professional standards. The position promotes the development of a flexible and anticipatory organization that provides cost-effective and customer-friendly delivery of quality services to the community.

A summary of the responsibilities of the Town Manager includes the following:

- Oversees all municipal service functions and Town Departments, demonstrating a commitment to the provision of quality services on behalf of Town residents and personnel.

- Confers with the Town Council regarding budgetary issues and works with the Finance Committee and Superintendent of Schools to propose Annual Budgets and monitor the Town's financial condition and long-range fiscal management needs.

- Accountable for short-term and long-range planning in conjunction with the Town Council and Department Heads, fiscal management of the municipal organization, leadership of Town staff, and serves as the Director of Public Safety responsible for the appointment of the Police Chief and Fire Chief.

- Works collaboratively with internal and external stakeholders to promote new business development, increase Town revenue, and develop master facilities plans and ensure the preservation of natural resources.

- Provides for the management of all Town real estate and personal property, including rental property and use of Town facilities and maintains a complete inventory of all property including that under the jurisdiction of the Board of Education.

- Develops contractual agreements with vendors, consultants, and other entities for Town Council consideration.

- Works with elected State Representatives and Senators on state funding, reimbursement or grant opportunities, and represents the Town in regional, state, and national organizations at meetings or conferences to ensure a continuing awareness of programs and opportunities.

- Accountable for a communications strategy that links the municipal organization to the community and addresses public relations needs uses
existing and emerging resources to ensure public awareness of critical issues. Keeps Town Council and staff apprised of important matters and enhances the Town's image and engages residents. Prepares the Town's Annual Report and other regular public communications.

- Encourages citizen feedback and voter turnout in elections and referendums and promotes volunteer participation in the overall operation of Town government.

- Assesses the need for new and/or revised policies, procedures, and organizational structures to ensure the continued effective and efficient provision of quality services.

- Makes recommendations to the Town Council regarding collective bargaining and successor contract negotiations, including wages and benefits for each appointed office and position in the Town service.

- Appoints and supervises Department Directors and employees of the Town, except as otherwise specified in the Town Charter.

- Models a fair and equitable leadership approach to personnel management and applies standards and qualitative metrics for work performance, workplace conduct and civility, and cultural competence.

**CHALLENGES & OPPORTUNITIES:**

- **Communications “Czar”:** The successor Town Manager is expected to be the “Face” of the Town's Administration both externally and internally. As such, candidates with a high comfort of social engagement coupled with demonstrated experience in developing effective multi-faceted outreach, engagement, and social media programs to connect the Town, its programs and services, its employees, and residents/stakeholders is highly desired.

- **Economic Development & Growth Management:** Rocky Hill has a strong economic development foundation. The organization is currently pursuing a number of significant high profile economic development projects including the redevelopment of the former Ames Headquarter property, a Foundry site adjacent to the riverfront, and other commercial developments. In conjunction with the Economic Development Department, a priority for the next Town Manager will be to develop strategies for pursuing commercial developments and business opportunities that will diversify Rocky Hill's tax base to ensure economic growth that will complement the historic nature and character of the community.
**Fresh Perspective:** The incumbent Town Manager has enjoyed a successful 23+ year tenure with Rocky Hill, having served in his most recent post since 2018. As such, the new Town Manager will not only need to get up to speed quickly on the Town’s operations and challenges quickly but will also be asked to take a fresh look at potential changes for enhancements and efficiencies. Such efforts include an approach that does not accept the status quo with the goal of identifying opportunities to introduce and implement updated and best management practices.

**Retention & Succession Planning:** Similar to other municipal leaders in the wake of “The Great Resignation/Reset,” the successor Town Manager will need to tap into the institutional knowledge of long-term employees, promote succession planning initiatives, and support creative recruitment and retention strategies to ensure continued organizational capacity to deliver superior municipal services.

**Visionary Leadership:** The Town is seeking a “Worldly - Renaissance Leader” who is well-read and travelled who appreciates experiences outside of the local/provincial perspective, embraces Servant Leadership principles, and models behavior appropriate for an increasingly diverse organization and population. A leader who possesses intellectual curiosity and is self-motivated to seek out and implement innovative programs and services that recognizes the importance of the arts, education, diversity and inclusion, culture, and recreation opportunities for all community demographics will be successful in the post.
IDEAL CANDIDATE

The Mayor and Town Council seek a professional, visionary, transparent, and personable Town Manager for Rocky Hill who balances forward-thinking growth management with fiscal conservancy, communicates effectively with internal and external stakeholders, and is equipped to inspire staff to serve an increasingly diverse community. The ideal candidate will have a successful record of leading an organization comparable to, or more expansive than, the Town of Rocky Hill relative to size, organizational complexity, and operating budget.

The incoming Town Manager will be fiscally prudent and must possess a broad knowledge of municipal finance, proven budget skills, and strategic pursuit of long-term financial and operational sustainability to ensure that the Town meets its financial responsibilities, obligations, and service delivery standards. The person selected should have the knowledge, skills, and ability to help guide the Town Council in cost management strategies, financial policy alternatives, creative public financing strategies, and public-private partnerships. The Manager will be expected to develop a strong relationship with the Rocky Hill School Superintendent given the inherent financial and operational partnerships between the two organizations.

The ideal candidate will be a person of high integrity who has demonstrated an ability to operate successfully and build consensus to achieve goals. The selected individual will be a capable Manager who understands the details associated with municipal operations, can set obtainable goals, support economic development and growth initiatives, and champion exceptional customer service that residents expect from the organization.

A team-builder with a collaborative management approach, the chosen candidate will foster a cooperative and collegial environment among Department Heads and provide professional guidance, mentorship, and encouragement to a diverse, multi-generational staff. The ability to unite the organization with a shared purpose, promote teamwork, fully articulate expectations, delegate responsibility with clarity but without micromanaging, and create a culture of accountability will be essential. The successor Town Manager should have exceptional emotional intelligence skills, be social media savvy, and be comfortable in challenging the status quo and open to exploring creative solutions to community and/or organizational challenges. It will be important for the new Town Manager to be highly visible and become part of the community’s professional and social fabric. An outgoing, compassionate, empathetic, caring people person who passionately embraces Rocky Hill’s family-friendly, small-town culture and its traditions will be successful.

Providing guidance, direction, and consultation to the Town Council and Department Heads on matters relating to finance, personnel, organization, process improvement, and other areas of management and administration will be priorities for the next Town Manager. The successful candidate should possess highly effective Board skills to help guide the Town Council and Department Heads through the decision-making
process, being politically savvy but never political. Fully informing Town Council members in the most appropriate and timely manner and creating a close, positive, trusting, productive, and lasting relationship with all members of the Council and staff will be important. A candidate who is committed to proactive communication both externally with the public and internally with the municipal organization with strong public relations skills and comfort in expanding the Town's social media presence is desired.

EDUCATION & EXPERIENCE

A Bachelor’s degree from an accredited college or university in public administration, finance or a closely related field is required, with a Master’s degree preferred. Additionally, a minimum of five (5) years of experience as a senior leader of an organization that is comparable to, or more expansive than, the Town of Rocky Hill relative to size, organizational complexity, and operating budget. Considerable exposure to personnel and financial administration desired. Candidates will also be considered that possess any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job.

COMPENSATION & BENEFITS:

This position comes with a competitive compensation and benefits package depending on experience and qualifications and in accordance with employment contract negotiations. Residency is required following a reasonable period after appointment and must be maintained throughout tenure as Town Manager.

The Town of Rocky Hill values diversity in its workforce and is an EEO/AA employer and complies with the guidelines of the Americans with Disabilities Act. Applicants selected as finalists for this position will be subject to a comprehensive background check.
APPLICATION PROCESS

Please apply online here.

For more information on this position contact:

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RESOURCES:

Town Website
https://www.rockyhillct.gov/

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