



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN

Personnel Sub-Committee Special Meeting

Thursday March 23, 2017

7:00 A.M. – Simsbury Town Offices – B.O.E. Conference Room – Second Floor

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Public Audience
4. Review of Minutes
 - a. September 19, 2016
 - b. February 23, 2017
5. Finalize Recommendation of First Selectperson Stipend
6. Town Manager Recruitment R.F.P.
 - a. Update on responses
 - b. Factors and process for R.F.P. review
 - c. Timing of recruitment process
7. Town Manager Job Description – Review of Material
8. Next Meeting
9. Adjourn

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8:30 - 7:00 Monday
8:30 - 4:30 Tuesday through Thursday
8:30 - 1:00 Friday



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Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN
Personnel Sub-Committee Special Meeting
Monday September 19, 2016
5:30 P.M. – Simsbury Town Offices – Conference Room 103

Minutes

Completed by Chris Kelly

1. Call to Order

The meeting was called to order at 5:31 PM. Present were Chris Kelly; Chairman, Cheryl Cook and Sean Askham; members of Personnel Subcommittee, Thomas Cook; Director of Administrative Services, Eric Gomes; Employee Benefits and Human Resources Coordinator, Tom Roy; Director of Public Works, Lisa Karim; Library Director

2. Pledge of Allegiance

3. Public Audience

Joan Coe of Whitcomb Drive spoke to a number of issues:

- Suggested that all unaffiliated staff increases should be postponed until after the vote on the Town Manager/First Selectman as the outcome of the vote may influence staffing and staffing salary decisions.
- The same holds true for adjustments to job descriptions
- Salaries for staff and special adjustments should not be influenced by the number of years a person has worked in Simsbury
- Need to pay attention to the high taxes people pay in Simsbury when making these decisions and focus on keeping expenses reasonable.

4. Review of Minutes

- a) Special Meeting August 8th: There were no suggested changes to the minutes.

5. Approval of Updated Job Descriptions

a) Head of Children Services:

This position is being updated from the last version of August 2013 focusing on including the broader project management, supervisory, and administrative elements of the job. The job remains at the same grade.

Sean Askham moved and Cheryl Cook seconded a motion to approve the revised job description. The motion passed unanimously

b) Project Administrator: Public Works

This position is being expanded from a 35 hour per week position to 40 hours per week and the position's range will adjust from \$55,626 - \$63,394 to \$63,394 - \$75,764 per the Simsbury Administrative & Professional Employees Association CSEA, Service Employees International Union Local 2001 contract.

The position otherwise was updated in 2015 and there are no suggested additional changes.

Sean Askham moved, and Cheryl Cook seconded a motion to approve the revised job description. The motion passed unanimously.

6. Recommended Appointment of Unaffiliated Member to Board of Ethics

A motion was made by Cheryl Cook and seconded by Sean Askham to recommend Richard Jones of 248 Old Farms Road, Simsbury Ct. to fill the unaffiliated vacancy for a term expiring January 1, 2017. Richard will replace Polly Maier who submitted her resignation. The motion was passed unanimously.

7. Review Town of Simsbury 2016 Unaffiliated Employee Annual Increases

a) General Unaffiliated 2016 Wage Increase

Salary Increases: All covered employees received high performance ratings. A salary increase of 2.5% retroactive to July 1, 2016 is recommended for incumbents with the exception of the Director of Finance/Treasurer who was recently promoted to the position and not eligible for an increase for FY2017. The Town Clerk is also not eligible given the timing of her hire this year.

The discussion of the members was that this was an appropriate amount for the following reasons:

1. This is consistent with the negotiated wage increases for the town's bargaining units
2. This is consistent with last year
3. This is a reasonable range when comparing to increases in both the Public and Private sector.

Sean Askham moved, and Cheryl Cook seconded a motion to approve and recommend to the B.O.S. a 2.5% general increase retroactive to July 1, 2016 for

- Chief of Police
- Police Captain
- Deputy Director of Administrative Services
- Director of Administrative Services
- Director of Culture, Parks & Recreation
- Director of Finance
- Director of the Library
- Director of Public Works
- Director of Planning and Community Development
- Executive Assistant to the First Selectman
- Benefits and Human Resources Coordinator
- Town Engineer

The motion passed unanimously.

b) Salary Adjustments Based Upon Job Descriptions

In connection with the increase in responsibilities included in two revised position descriptions, the following increases are recommended by town staff:

- **Executive Assistant to the First Selectman:** Higher responsibility duties were added to this position description including responsibility for records retention management in compliance with state law, responsibility for oversight of leave tracking in preparation for the annual audit and processing of other employee paperwork including new-hire paperwork in connection with on-boarding. The position will also play a role in the selection of an HRIS vendor and implementation of an HRIS system. In addition to the increase in duties, we determined that a significant number of the positions used for comparison are 35 hour a week positions. The Executive Assistant position is a 40 hour position. For these reasons, an increase of 10% (including the 2.5% increase described above) is recommended for the position.
- **Benefits and Human Resources Coordinator:** The human resources, labor relations and retiree benefits functions for this position were significantly increased. A 5% increase (including the 2.5% increase described above) is recommended for the position

The Personnel Subcommittee discussion was a consensus that these adjustments were warranted.

Sean Askham moved and Cheryl Cook seconded a motion to approve and recommend to the B.O.S. a job description special adjustment, retroactive to July 1, 2016 for the Executive Assistant to the First Selectman of 7.5% (for total increase of 10%) and the Benefits and Human Resource Coordinator of 2.5% (for a total increase of 5%).

The motion passed unanimously.

c) Market Range Adjustments – Feedback from Police Commission Chair regarding the Police Chief and Captain.

BACKGROUND: A market reference range study was completed in November, 2015 which captured real-time comparative data for FY2016. No market reference range study was conducted for FY2017. Market reference ranges were adjusted upwards by 2.5% which corresponds with our understanding of typical increases in the comparator group and the Board of Education. The salary adjustments described above are intended to ensure that salaries remain in line with estimated market increases. Three market reference range adjustments were approved by the Personnel Sub-Committee:

Mike Long; Police Commission Chair reviewed with the group data he had provided previously regarding the 2016 Market Range Adjustments. This was a review of Simsbury's current nonaffiliated salaries in comparison to those of a group of benchmark communities. The core elements that Mike asked the group to consider were:

1. The purpose of the Market Range Adjustments was to review and protect any specific position from falling too far behind the marketplace. For the Chief specifically, the movement that was approved last year only moved him up to the 57% position of the competitive range. For a highly rated employee, with long standing employment in the town, in such an important position the 57% location still leaves the position with a larger gap than the Personnel Subcommittee should be comfortable with. Mike's specific recommendation was an additional 3.8% increase.
2. In regards to the adjustment made in 2015 for the Captain's position. The benchmark towns have within them an important distinction that was not considered by the Personnel Subcommittee. Specifically, a subset of three towns has a similar situation to Simsbury in that there is only one Captain's position vs. two. This means that the position in those towns have broader responsibilities and impact than in the others. The subset with this structure has a higher competitive range than the full subset; resulting in the Captain's salary being further back on the competitive scale and needing a more full review. Mike's recommendation is for an additional 4% increase for the Captain's position.
3. Mike emphasized that if we went into the market to fill either position when they are open we would be required to offer a higher salary than we current compensate the positions. It is important to keep the compensation

competitive, not just to appropriately compensate the individuals, but to keep our salaries competitive for future recruitment.

4. Both incumbents are high performers considered top tier within their roles in the state. It is important that they are compensated as such in comparison to other communities.

There was considerable discussion and review of the data resulting in the following points:

- Where the Chief's position ended up is lower than desired from the process.
- Adjustments should be focused on fair movement of the salaries towards the appropriate mark.
- This process should be focused on the competitive standing of the salaries for the position, and not reflect performance within the position; which is more appropriately addressed with the performance review process and associated unaffiliated increases.
- There is validity to looking at a subset of towns for the Captain's position but there should be caution having a secondary consideration that goes beyond the benchmark towns selected for the study.
- A 2.5% MRR increase for both (in addition to the unaffiliated 2.5%) would result in the Chief being at the 73% point in the range vs. the 57%, and would place the Captain at 97%.

A motion was made by Sean Askham and seconded by Cheryl Cook to approve and recommend to the B.O.S. a market range increase of 2.5% for the Police Chief retroactive to July 1, 2016.

The motion passed unanimously.

A motion was made by Cheryl Cook and seconded by Sean Askham to approve and recommend to the B.O.S. a market range increase of 2.5% for the Captain retroactive to July 1, 2016.

The motion passed unanimously.

D) Retirement Plan Options

The group reviewed the following recommendations from staff.

- **Defined Benefit Plan:** No Changes.
- **Defined Contribution Plan:** Effective January 1, 2016 employees who chose not to participate in the Defined Benefit Plan were required to participate in the Defined Contribution Plan. In the event of approval of negotiated changes to the Defined Contribution Plan, the terms of the plan will be adjusted to mirror the negotiated changes. The Defined Contribution Plans are subject to a 5-year rolling vesting period. Upon completion of the 5th year contributions vest fully.

Although no motion is required on these items the group did discuss them. Sean Askham indicated that he felt it was important for the Personnel Subcommittee to review the status of the Defined Benefit Plan for current employees. Key points.

1. Very few towns currently retain ongoing Defined Benefit plans for current employees and Simsbury needs to look at its status
2. Regardless of cost, a Defined Benefit plans retains all of the risk with the town.

The Personnel Subcommittee agreed to review the plan starting at the next meeting.

8. Confirm Date and Discuss Content of Next Meeting

The subcommittee is scheduled to meet on October 20th at 7:30 AM.

9. Adjourn

A motion was made by Sean Askham, and seconded by Cheryl Cook to adjourn the meeting. The motion passed unanimously and the meeting adjourned at 7:20 PM.



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Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN

Personnel Sub-Committee

Special Meeting – February 23, 2017

7:30 AM – Simsbury Town Offices – Board of Education Conference Room

Minutes

(Completed by Chair Chris Kelly)

1. Call to Order

The meeting was called to order at 7:30 AM by Sub-Committee Chair Chris Kelly. Present were Selectmen Sean Askham and Cheryl Cook. Also present were Director of Administrative Services Tom Cooke, and Director of Finance Sean Kimball.

2. Pledge of Allegiance

3. Public Audience

No comments were made in public audience

4. Review of Minutes

There were no minutes reviewed at the meeting.

5. Proposed Change in Position Classification and Description – Finance Specialist

There has recently been a review of the Finance Specialist position which has resulted in two proposed actions.

- 1) The position entails a broader set of responsibilities than are currently in the job description. The job description has been updated to reflect the full set of duties and skill set.
- 2) The position was reviewed against similar positions in other towns. What was discovered is that this position incorporates duties that often are fulfilled by two or three roles in other towns. However, the compensation for the positions is higher than the range Simsbury is paying and a recommendation has been made to change the classification from T6 step 10 to

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T10 step 4. This changes the hourly wage of the person in the role from \$28.19 to \$29.85. The estimated annual cost for this year is \$2,500.

Cheryl Cook moved that we approve the proposed changes and reclassification from T6 – T10 effective January 1, 2017. Sean Askham Seconded. The motion passed unanimously.

6. Town Manager Recruitment and Hire

a. Review and establish timeline for recruitment and hire

	Key Project	Time Frame
1	Identify Timeline, Process, Participants for Each Stage	February - March 27 B.O.S.
2	R.F.P. Development	February – April 12 B.O.S.
3	Hire of Consulting Firm	March 27 – May 8 B.O.S.
4A	Recruitment and Hire Offer	April 24 – October 11 B.O.S.
4B	Formal Appointment of Town Manager – 2017 – 2019 B.O.S.	December 4
5	T.M. Salary and Benefit Package	February – September 11 B.O.S.
6	First Selectperson Stipend	February – December 4 B.O.S.
7	Town Manager Job Description	February – May 22 B.O.S.
8	Review and Edit Impacted Job Descriptions	February – December 4 B.O.S.
9	Hire Temporary Town Manager (If needed)	February – December 4 B.O.S.
10	Town Manager Annual Review Structure	February – August 14 B.O.S.
11	Employee Guide/Personnel Rules Edits	February – March 2018

The group discussed the above timeline, with a focus on when would we want to have new town manager hired? Some key elements of this discussion were:

- Chris presented the timeline on the assumption that a candidate would be available for appointment the first meeting of the next Board of Selectmen, which is December 4, 2017. This is the goal that he feels was the informal direction that the Board of Selectmen gave to the Personnel Subcommittee. Chris framed the discussion that the new town manager cannot be appointed until the next B.O.S. takes over which is December 4, 2017. The question is if the goal is to have a candidate they can appoint that evening, or if they need the final interviewing process to overlap with the new board so that they can be more involved with the final interviews and have more ownership of the final decision. If a town manager was selected by the current board and an agenda item to appoint was on the agenda of the December 4th meeting, the new board could reject the recommendation. On the other hand the quicker a person is named to the position the better for the transition. As the next board is accountable to appoint the individual, is it inappropriate for the current board to do 99% of the effort? Chris also pointed out that an assumption has existed that hiring earlier in the year will provide the best window for finding candidates willing to interview (not in the middle of the budget cycle) and allows the new Town Manager the best ability to manage the full budget process.
- The group after discussion came to consensus around the following:
 - Although it is the charter changes are clear that the next board appoints the town manager, it does not limit the current board from managing the recruitment.

- The current board has a responsibility to manage the process effectively up to the final, or close to final decision.
- There is a strategic advantage to having a new manager start earlier in the year vs. later, and especially so to effectively learn and manage the budget development process.
- If the process is transparent and managed well, the ultimate candidate should have the support of the new board and the risk of a new board not approving the candidate should not be high. This will be reinforced with any continuity of membership from the current board to the next.
- Sean Askham moved and Cheryl Cook seconded a motion to recommend to the Board of Selectmen that the recruitment process result in a candidate being ready to be appointed at the first meeting of the new Board on December 4th 2017. The motion passed unanimously.

b. Review and establish full project task list

- As an extension of the above discussion the group agreed to the detailed project list for the hiring of the manager and agreed to review it with the Board of Selectmen. The one clarification was to make sure that the date for the first meeting of the new Board of Selectmen is correct. The correct date ends up being December 4th.

c. Discussion of and possible action on RFP for executive search firm

- A draft R.F.P. was developed by Tom Cooke. This draft was informed by reviewing the RFP's for West Hartford, Oberlin Ohio, Sudbury MA, and Kingsville Texas.
- Comments from the subcommittee included:
 - i. Chris Kelly suggested that we be explicit of wanting to have focus groups as part of the process of developing the candidate profile. It is inherent in the process, but would be good to spell out this as a clear expectation.
 - ii. Sean Kimball suggested that the required insurance level be reduced as what is in the RFP draft is higher than some of the legitimate firms we may want to participate will have.
 - iii. A suggestion was made to put the suggested hire date into the R.F.P., which would be December 4th, 2017.
- A motion was made by Sean Askham and seconded by Cheryl Cook to recommend the R.F.P. with the three suggested changes to the Board of Selectmen. The motion was approved unanimously.
- Tom Cooke pointed out that as there will be a need for some closed meetings during the recruitment process, as well as public meetings, that it is recommended that we set up a formal "executive search committee" as defined by CGS 1-200(2). This creates the framework for a recruiting process that is legally consistent with the public disclosure requirements of the statute.
 - i. The group discussed that the Board of Selectmen as a whole will be involved in the recruiting process and that it would be appropriate to add Tom (Director of Administrative Services). This list could be expanded at a further point, but defines the core group at the front of the process.
 - ii. Cheryl Cook moved and Sean Askham seconded a motion to appoint the Board of Selectmen, and Director of Administrative Services as the

“executive search committee” as defined by CGS 1-200(2). The motion passed unanimously.

7. Next Meeting

- The group discussed the meeting schedule. There is a possibility that the meeting scheduled for March 15th may need to be rescheduled as Sean may be out of town. He will confirm this. Also, the meeting scheduled for March 23rd will need to end at 8:00 for Sean. The group agreed to schedule that meeting for 7:00 – 8:00 AM.

8. Adjournment

- Sean Askham moved and Cheryl Cook seconded the adjournment of the meeting at 8:45 AM. The motion passed unanimously.

Personnel Subcommittee – Key Projects Town Manager Hire – Timeline

February 20, 2017

First B.O.S. Meeting in December is December 11th

	Key Project	Time Frame	Who
1	Identify Timeline, Process, Participants for Each Stage	February - March 27 B.O.S.	Personnel Subcommittee*
2	R.F.P. Development	February – April 12 B.O.S.	Personnel Subcommittee*
3	Hire of Consulting Firm	March 27 – May 8 B.O.S.	B.O.S.
4A	Recruitment and Hire Offer	April 24 – October 11 B.O.S.	B.O.S.
4B	Formal Appointment of Town Manager – 2017 – 2019 B.O.S.	December 4	B.O.S.
5	T.M. Salary and Benefit Package	February – September 11 B.O.S.	Personnel Subcommittee*
6	First Selectperson Stipend	February – December 4 B.O.S.	Personnel Subcommittee*
7	Town Manager Job Description	February – May 22 B.O.S.	Personnel Subcommittee*
8	Review and Edit Impacted Job Descriptions	February – December 4 B.O.S.	Personnel Subcommittee*
9	Hire Temporary Town Manager (If needed)	February – December 4 B.O.S.	B.O.S.
10	Town Manager Annual Review Structure	February – August 14 B.O.S.	Personnel Subcommittee*
11	Employee Guide/Personnel Rules Edits	February – March 2018	Personnel Subcommittee*

* With appropriate approvals from B.O.S.

Personnel Subcommittee Meeting Dates

February 23

March 15,23

April 5,20

May 10,30

June 7,

Sept. 7

Dec. 7

Personnel Subcommittee – Full Task List – Town Manager Hire

February 19, 2017

Blue = Subcommittee Final Review/Vote

Yellow = B.O.S. Review /Vote

	Project	Task	Who	Status
1A	Identify Timeline, Process, Participants for Each Stage	Develop Draft		
1B		Review Draft		
1C		Edit Final Draft/Approval		
1D		Review/Approval with B.O.S.		
2A	R.F.P. Development	Collect and Review Samples		
2B		Identify Critical Components		
2C		Develop Draft		
2D		Review Draft		
2E		Edit Final R.F.P. Document/Approval		
2F		Identify Projected Cost		
2G		Review/Approval with B.O.S.		
3A	Hire of Consulting Firm	Identify Firms to Send R.F.P. to		
3B		Send R.F.P.		
3C		Review Responses		
3D		Personnel Interview Potential Firms Refers Best 2+ to B.O.S.		
3E		B.O.S. Interviews 2+ recommendations from P.S.		
3F		Review/Approval with B.O.S.		
3G		Complete Contract		
4A	Recruitment and Hire	Identify Timeline, process, and tasks with Consulting Firm		
4B		Focus Groups		
4C		Develop Candidate Criteria		
4D		Advertising		
4E		Initial Screening		
4F		Interviews		
4G		Selection/Approval		
4H		Contract Negotiation		
4J		Review/Approval with B.O.S.		
5A		T.M. Salary and Benefit Package	Identify Areas of Package	
5B	Identify Benchmarking Towns			
5C	Collect Data			
5D	Develop Proposal			
5E	Review, Edit, Proposal/Approval			
5F	Review/Approval with B.O.S.			

	Project	Task		Status
6A	First Selectperson Stipend	Develop and Review Proposal		
6B		Final Edit/Approval		
6C		Review/Approval with B.O.S.		
7A	Town Manager Job Description	Review Charter and Org Structure		
7B		Develop Draft		
7C		Review Draft		
7D		Final Draft/Approval		
7E		Review/Approval with B.O.S.		
8A	Review and Edit Impacted Job Descriptions	Review/Edit Director of Administrative Services J.D.		
8B		Final Draft/Approval		
8C		Review/Approval with B.O.S.		
8D		Review/Edit Deputy Director of Administrative Services		
8E		Final Draft/Approval		
8F		Review/Approval with B.O.S.		
8G		Review/Edit Employee Benefits and H.R. Coordinator J.D.		
8H		Final Draft/Approval		
8I		Review/Approval with B.O.S.		
8J		Review/Edit Executive Assistant to the First Selectwoman		
8K		Final Draft/Approval		
8L		Review/Approval with B.O.S.		
8M		Review/Edit Director of Finance		
8N		Final Draft/Approval		
8O		Review/Approval with B.O.S.		
8P		Review/Edit Director of Public Works		
8Q		Final Draft/Approval		
8R		Review/Approval with B.O.S.		
8S		Review/Edit Director of Recreation		
8T		Final Draft/Approval		
8U		Review/Approval with B.O.S.		
8V	Review/Edit Director of Social Services			
8W	Final Draft/Approval			
8X	Review/Approval with B.O.S.			
8Y	Review/Edit Police Chief J.D.			
8Z	Final Draft/Approval			
8AA	Review/Approval with B.O.S.			

	Project	Task		Status
8BB	Review and Edit Impacted Job Descriptions	Review/Edit Town Clerk		
8CC		Final Draft/Approval		
8DD		Review/Approval with B.O.S.		
8EE		Review/Edit Town Planner J.D.		
8FF		Final Draft		
8GG		Review/Approval with B.O.S.		
8HH		Review/Edit Tax Collector		
8II		Final Draft/Approval		
8JJ		Review/Approval with B.O.S.		
8KK		Review/Edit Library Director		
8LL		Final Draft/Approval		
8MM		Review/Approval with B.O.S.		
9A		Hire Temporary Town Manager (If needed)	Identify Options	
9B	Identify Compensation and Contract			
9C	Screen Candidate(s)			
9D	Finalize Comp/Contract and Candidate/Approval			
9E	Review/Approval with B.O.S.			
9F	Hire			
10A	Town Manager Annual Review Structure	Develop Draft		
10B		Review/Edit D		
10C		Final Draft/Approval		
10E		Review/Approval with B.O.S.		
11A	Employee Guide Edits and Other Documents	Develop Draft		
11B		Review Edit		
11C		Final Draft/Approval		
11D		Review/Approval with B.O.S.		

Excerpt from the Charter Revision Final Report – August 1, 2016

1. Form of Government – Town Manager:

FINDING: Based on the testimony it received, other input from the public and its own considerable deliberations, the Commission recommends, by a vote of 7-4, that a change to the Simsbury form of government to a Town Manager-Board of Selectmen be made.

It was not lost on the majority of the Commission Members that the Commission's membership included two individuals who previously held the position of Simsbury First Selectman both of whom voted in favor of making this recommendation and both of whom offered extremely candid and compelling reasons why they were in favor of making the recommendation. At the core of their comments was their belief that on a risk management basis, the town's residents would be best served by a professional Town Manager, educated and experienced in dealing with the myriad issues facing a town's chief executive officer on a daily basis.

It was also not lost on the majority of Commissioners that the question of whether the town should hire a Town Manager has been debated in the town for thirty years and was last debated by a Charter Revision Commission that issued its final report in 2012. The charge to the Commission in 2015 to again debate the issue made it clear to the majority that the Board of Selectmen and the Personnel Sub-Committee, after the latter conducted a public hearing on the topic, recognized that there was enough public and elected official sentiment to take yet another look at the issue. Section 1008 of the current Charter mandates review of the Charter every seven (7) years.

The Commission undertook an extensive analysis of what areas of Town Government should be in the hands of a professional Town Manager versus in the hands of an elected official of unpredictable educational background and work experience. The majority of Commissioners rather easily concluded that virtually none of the areas would be best served by a First Selectperson over a professional Town Manager. Those areas included the appointments of department directors (professional staff), the preparation of Town Budgets, discipline and promotion of employees, negotiation of union contracts and the initiation and signing of town contracts. For the majority, on a risk management and qualifications basis, the appointment of a Town Manager makes abundant sense for a town the size and complexity of Simsbury.

The majority of Commissioners championed the benefit of a professional Town Manager hiring, building and maintaining a professional staff compensated and employed on a merit basis. They noted the turnover of high level staff over the years, with not an insignificant number of staff members going to towns and cities that had town manager form of governments so that they could achieve their personal and professional goals. Actions speak louder than words and the defections of high level staff members is not something the majority believes should be ignored.

The majority of Commissioners do not see the validity in the argument that a Town Manager is not accountable to the public. To the contrary, he or she will serve, albeit under contract, at the pleasure of the town. If he or she does not do a good job, the Board of Selectmen, who made the hire, will hear from the public and will either make a change or the public will make the change by replacing the Board of Selectmen.

Personnel decision-making responsibilities were also a key discussion point in the arguments made in favor of a Town Manager. There was a considerable discussion on whether or not the current Charter allowed for delegation of the personnel decision responsibilities.

The majority of Commission members see the First Selectperson and the Board of Selectmen as the town's policy drivers and the First Selectperson as the spokesperson for the town's legislative body. They believe that the pool of candidates for First Selectperson will be increased by a change in the form of government due to interested candidates not having to be faced with the prospects of running a sizeable and complex town and not having to leave full time employment to do so. To the majority, the recommendation to make the change to professional management is not so much to change things today as it is to make sure the town is best positioned to continue to prosper and grow ten years from now. With the hiring of a credentialed and enthusiastic Town Manager, with a First Selectperson charged with being a policy driver, and an equally diverse and energetic Board of Selectmen similarly charged, the majority is more bullish on the town's future with this change than without it.

The decision to change the form of government was not unanimous. Moving to a Town Manager form of government was opposed by four members of the Commission. The Commissioners voting against the change cited the fact that there was no testimony of current First Selectpersons from towns that do not have a Town Manager, or have rejected a Town Manager form of government. Those members voting against the change also expressed their belief that having a First Selectman subject to direct election is a better alternative to having a Town Manager not subject to direct election. In a 6 member Board of Selectmen, a Town Manager only needs to retain the votes of 4 people to retain their job. There was also sentiment that making alterations to the job description of the First Selectman could achieve the necessary changes sought by the members supporting a Town Manager. In addition, the town has added a number of professional staff in the last few years to address concerns over "professional management and accountability."

The Commissioners against hiring a Town Manager also raised a number of related issues, including the costs should a Town Manager be terminated; the lack of personal connection between the community and a Town Manager as well as the lack of accountability to the public; and the potential to build a power base within town hall that lacks necessary accountability to an elected First Selectman (or other elected Chief Executive Officer). They also expressed concern about the lack of potential candidates as the attractiveness of municipal service wanes. There has also been no public outcry for a Town Manager.

Finally, those members voting against the change cited the town's excellent financial standing. Under its current form of government, Simsbury currently enjoys envious qualitative and quantitative measures, including a "Best Places to live ranking", Aaa bond rating from Standard and Poor's, a top rated educational system, a modern performing arts center, etc. It was viewed by four of the Commissioners that a change to a Town Manager was not necessary as a modification in the roles of the First Selectman, and the addition of a Chief Administrative Officer would allow for a good measure of professional administration and public accountability.

The minority of the Commission who opposed to the Town Manager form of government offered the so-called "hybrid" model as an alternative. The "hybrid" model is largely based on the Canton Charter and the Erdmann study recommendations. The Erdmann study offered three options to address the issue of professional personnel management within the current First Selectman/Board of Selectmen form of government. The study was the basis for an alternative to the current First Selectman role and the Town Manager form of government. There was a "hybrid" motion raised by a Commissioner based upon one of the options outlined in this study. It was rejected on a 4-7 vote. Commissioners supporting a "hybrid" form note that the vote was for a specific "hybrid" proposal and not a vote against the concept of the "form" of a hybrid government. Immediately after this vote, a motion was made to approve the Town Manager form of government. It passed before other motions on the "hybrid" form – whether for alternate specific language or merely the "hybrid" concept – could be heard. The Commission spent the next several meetings hammering out specific statutory language for a Town Manager form of government.

The form of government issue was discussed in detail with the Board of Selectmen at the joint meeting on July 11, 2016. In addition to the issue of whether or not to change to a Town Manager/Board of Selectmen form of government, the Commission and the Board of Selectmen discussed the specifics of the Commission's Town Manager proposal. Specifically, the Board expressed concern about a stipend provision for the First Selectman or Selectwoman under the new form of government which tied the amount of the stipend to the compensation of the Town Manager. Because the compensation of the Town Manager as proposed is set by the Board of Selectmen, the provision creating a potential conflict of interest for the First Selectman or Selectwoman in setting the compensation of the Town Manager.

At its July 25, 2016 meeting the Commission discussed whether to reconsider its decision on form of government and elected not to change its recommendation. It did change the stipend provision for the First Selectman or Selectwoman, setting a specific stipend of \$22,500 annually subject to an annual cost of living adjustment as determined by the Social Security Administration. The change was designed to eliminate any conflict of interest for the First Selectman or Selectwoman in deliberations and decisions connected with the Town Manager's compensation.

At its August 1, 2016 meeting the Commission discussed new statutory and constitutional authority presented by Town Counsel which affected the permissible ways to establish the compensation of the First Selectman or Selectwoman. In so doing, the Commission voted to amend its Charter recommendation to provide that

the First Selectman or Selectwoman's compensation or stipend should be set by the Board of Selectmen for each term of office in accordance with the Connecticut General Statutes.

The Charter Revision Commission strongly urges the Board of Selectmen to be guided by a compensation range that is generally 15% of what the Town Manager's is ultimately determined to be.

Section 411. The First Selectman or First Selectwoman

At each town municipal election a First Selectman or First Selectwoman shall be chosen by the Electors of the town as provided in Chapter III of this Charter. The First Selectman or First Selectwoman shall be the full-time chief elected officer of the town and shall receive a an annual stipend as established for each term of office by the Board of Selectmen in accordance with the Connecticut General Statutes of \$22,500 subject to an annual Cost-of-Living adjustment as determined by the Social Security such annual Administration annual stipend compensation as shall be recommended by the Board of Selectmen and approved in the annual budget to cover expenses equal to fifteen percent (15%) of the annual base salary of the Town Manager in effect at the beginning of as of the first day of the term his or her term as his or her sole form of compensation. The First Selectman or First Selectwoman shall not receive any other form of compensation or be eligible for any employee benefits as defined in the Town Personnel Rules, including but not limited to pension benefits, health care benefits, vacation, accrual of vacation, sick days, accrual of sick days, personnel personal days or any other form of employee benefit.

The First Selectman or First Selectwoman shall be a full voting and participating member of the Board of Selectmen and shall preside, when present, at meetings of the Board.

The First Selectman or First Selectwoman shall chair the Board of Selectmen's Personnel Sub-Committee and the Town Manager shall confer with the First Selectman or First Selectwoman on all matters coming before the Personnel Sub-Committee. The First Selectman or First Selectwoman or the designee of the First Selectman or First Selectwoman, as provided in Section 401 of this Charter, shall be an ex-officio member of all other town boards, commissions and agencies, but without power to vote.

The First Selectman or First Selectwoman shall have all the powers, duties and responsibilities conferred or imposed on that office by the General Statutes or by Special Act except insofar as the same are inconsistent with the provisions of this Charter and perform such other duties consistent with his or her office as may be imposed by the Board of Selectmen. The Deputy First Selectman or Deputy First Selectwoman shall serve as acting First Selectman or First Selectwoman in the event of the temporary absence or temporary disability of the First Selectman or First Selectwoman.

Section 411412. Directions to employees.

No members of the Board of Selectmen, ~~except the First Selectman,~~ including the First Selectman or First Selectwoman shall give orders, either publicly or privately, to any administrative officer or employee as defined by Sections 503 and 701 of this Charter.

Chapter V The Town Manager and Administration of the Town

Section 501. Appointment of Town Manager

The Board of Selectmen shall appoint a Town Manager who shall be the chief executive and the administrative official of the Town town and shall serve at the pleasure of the Board of Selectmen. The Town Manager shall be appointed exclusively on the basis of executive and administrative qualifications, character, education, training and experience. At the time of appointment, said Manager need not be a resident of the Town or of the state of Connecticut, but the Town Manager shall reside in the Town during tenure of office. The Town Manager shall devote full working time to the duties of the office.

The Town Manager shall be responsible to the Board of Selectmen for carrying out all acts and policies of the Board of Selectmen, and all resolutions and ordinances adopted by the Towntown. The Town Manager shall also be responsible for the administration of the Town town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities as set forth in this Charter.

The compensation and benefits of the Town Manager shall be fixed by the Board of Selectmen.

Section 502. Duties of the Town Manager

A. The duties of the Town Manager shall be defined in a Position Description to be approved from time to time by the Board of Selectmen. Those duties shall include at least the following:

1. Ensure that all laws and ordinances governing the town are faithfully executed;
2. Make periodic reports to the Board of Selectmen;
3. Attend Board of Selectmen meetings with full right of participation in its discussion but without a right to vote;

4. Submit to the Board of Selectmen and make available to the public complete reports on the finances and on the administrative activities of the Town as of the end of each fiscal year;
5. Make recommendations to the Board of Selectmen concerning the affairs of the Town and facilitate the work of the Board of Selectmen in developing policy;
6. Keep the Board of Selectmen fully advised as to the financial condition and anticipated future financial needs of the Town;
7. Prepare and submit to the Board of Selectmen an annual town budget;
8. At the time of an emergency or disaster, expend the necessary funds to assure the smooth operation of Town business and the health, safety and well-being of the Town and its residents, consistent with this Charter;
9. Assist the Board of Selectmen to develop long-term goals including economic development for the Town and strategies to implement such goals;
10. Encourage and provide staff support for regional and intergovernmental cooperation;
11. Promote partnerships among the Board of Selectmen, staff and citizens in developing public policy and building a sense of community; and
12. Exercise such powers and perform such other duties as may be required by ordinance or resolution of the Board of Selectmen not inconsistent with this Charter.
13. Shall ~~assist~~ Assist the Board of Finance in the preparation of the annual town report.

B. Administration: The Town Manager shall be responsible to the Board of Selectmen for the supervision, direction and administration of all Town departments, agencies and offices. The Town Manager shall administer and coordinate the operations of the departments, agencies and offices, whether appointed by the Board of Selectmen or elected, except those functions expressly reserved or delegated to such bodies of law.

C. Personnel: The Town Manager shall be the Personnel Director for the town, and shall have the responsibility for developing job descriptions for all administrative officers, subject to the approval

of the Board of Selectmen; and all advertising for, hiring, and dismissal of town employees, except Board of Education employees, shall be under the Town Manager's direct control, subject to the approval of the Board of Selectmen, provided, however, that appointment and removal of officers and employees of the Police Department shall be governed by the provisions of Sections 615 and 707 of this Charter.

D. Execution of Law: The Town Manager shall see that all laws and ordinances governing the town are faithfully executed and shall make periodic reports to the Board of Selectmen on the conditions and affairs of the town. and shall assist the Board of Finance in the preparation of the annual town report.

The Town Manager, ~~Manager in consultation with the First Selectman,~~ shall recommend to the Board of Selectmen such measures as the Town Manager may deem necessary or expedient and shall exercise such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen not inconsistent with this Charter.

E. Contracts: The Town Manager may, with the approval of the Board of Selectmen and subject to such other limitations as are contained in this Charter and in the General Statutes, enter into contracts or agreements with the United States Government or any agency thereof, the State of Connecticut or any agency or political subdivision thereof, any person, or any other body politic or corporate.

Section 503. Appointments and term.

A. The ~~First Selectman~~ ~~Town Manager~~ shall appoint and may remove, each such action with the approval of a majority of the entire Board of Selectmen, and in accordance with such provisions of the General Statutes as may apply to the appointments and removals, such administrative officers as are assigned to the ~~First Selectman~~ ~~Town Manager~~ for appointment by the several provisions of this Charter, and such other assistants or employees as may be required pursuant to the performance of the Town Manager's duties, subject to such rules and regulations concerning town employees as may be adopted by the Board of Selectmen pursuant to the provisions of Chapter IX of this Charter.

B. The terms of all administrative officers not specifically listed in Section 704 hereof shall terminate on the same day as the term of the ~~First Selectman~~ ~~Town Manager~~, provided such appointees shall continue to serve until their successors are appointed and qualified. The ~~First Selectman~~ ~~Town Manager~~ may, subject to the approval of the Board of Selectmen, perform the duties of any office under the ~~First~~

TOWN OF SIMSBURY

TITLE: Town Manager

DATE: NA

DEPARTMENT: Office of the Town Manager

SALARY RANGE: TBD

POSITION DESCRIPTION:

The Town Manager serves as the chief executive and administrative official of the town. The Town Manager reports to the Board of Selectmen and is responsible for carrying out all acts and policies of the Board of Selectmen and all resolutions and ordinances adopted by the town. The Town Manager shall also be responsible for the administration of the town consistent with the policies established by the Board of Selectmen and for carrying out such other duties and responsibilities as set forth in the Charter of the Town of Simsbury.

ESSENTIAL JOB FUNCTIONS:

- Ensures that all laws and ordinances governing the town, and all resolutions, policies, and other actions of the Board of Selectmen and Town Meeting are faithfully enacted and executed;
- Makes periodic reports to the Board of Selectmen on the conditions and affairs of the town; informs the Board of Selectmen of developments in intergovernmental relations that may impact the town; stays apprised of and monitors pending legislation that may affect municipal operations and finances; receives policy direction from the Board of Selectmen to communicate with elected official offices or lobbyists; and advises the Board of Selectmen of federal and state funding programs and pursues funding from such sources as they may direct;
- Attends Board of Selectmen meetings with full right of participation in discussions but without a right to vote; provides staff services to the Board of Selectmen by preparing agendas, compiling informational packets and providing consultation at Board of Selectmen meetings on agenda items;
- Assists the Board of Finance in the preparation of the annual town report;
- Makes recommendations to the Board of Selectmen concerning the affairs of the town and facilitates the work of the Board of Selectmen in developing policy; recommends to the Board of Selectmen such measures as the Town Manager may deem necessary or expedient; develops and initiates policy proposals and actions for consideration by the Board of Selectmen as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of administrative

services; and exercises such other powers and duties as may be authorized by ordinance and resolution of the Board of Selectmen not inconsistent with the Charter;

- Keeps the Board of Selectmen fully advised as to the financial condition and anticipated future financial needs of the town and makes recommendations as appropriate;
- Prepares and submits to the Board of Selectmen an annual town operating and capital improvement budget with a description of its important features; assumes responsibility for administration of the adopted budget by appropriately monitoring and managing fiscal activities;
- Assists the Board of Selectmen with the development of long-term goals including economic development for the town and strategies to implement such goals;
- Responsible to the Board of Selectmen for the supervision, direction and administration of all town departments, agencies and offices; administration and coordination of the operations of town departments, agencies and offices, whether appointed by the Board of Selectmen or elected, except those functions expressly reserved or delegated to such bodies by law; and for meeting regularly with department directors and staff members to discuss and act on administrative matters.
- Subject to the approval of the Board of Selectmen and other approvals as required by Charter, appoints and supervises town department directors and other officers and employees of the town, except as otherwise specified in the Charter; develops job descriptions for all administrative officers, subject to the approval of the Board of Selectmen; is responsible for advertising for, hiring, and dismissal of town employees under the Town Manager's direct control, subject to the approval of the Board of Selectmen and except as otherwise specified in the Charter; makes recommendations to the Board of Selectmen regarding wages and benefits for each appointed office and position in the town service.
- Initiates, coordinates and implements short-term and long range policy planning in consultation with department directors;
- Carries out emergency management activities to protect life and property within the town prior to and during an emergency or disaster; expends the necessary funds to assure the smooth operation of town business and the health, safety and well-being of the town and its residents during an emergency or disaster consistent with this Charter;
- Encourages and provides staff support for regional and intergovernmental cooperation;
- Promotes partnerships among the Board of Selectmen, staff and citizens in developing public policy and building a sense of community; interacts with the public

on a regular and transparent basis to keep residents and business representatives informed of town policies and procedures; hears and responds to citizen concerns, issues and requests;

- With the approval of the Board of Selectmen and subject to such other limitations as are contained in the Charter and in the General Statutes, enters into contracts or agreements with governmental entities, any person or any other body politic or corporate; and
- Exercises such powers and performs such other duties as may be required by ordinance or resolution of the Board of Selectmen not inconsistent with the Charter;

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the functions, operations and structure of municipal government and the principles and practices of public administration;
- Considerable knowledge of Federal, State and local laws, ordinances, regulations and policies relating to municipal government programs and operations;
- Thorough knowledge of municipal financial administration and management including budgeting, pension fund management, debt management and debt issuance;
- Extensive knowledge of and experience with personnel management, public sector labor relations, union contract administration and grievance management;
- Comprehensive knowledge and skill in the application of management theory and techniques;
- Ability to administer policies and procedures, including planning, research, decision making and report development and writing;
- Working knowledge of computer technology, operations and capabilities;
- Knowledge, skill and ability to carry out emergency management operations;
- Knowledge of and commitment to high standards of ethical conduct in the operation of town government;
- Ability to analyze problems and develop and implement programs and activities to address those problems;
- Excellent written and oral communication skills;
- Ability to communicate effectively with town staff, elected officials, members of the public and the press;
- Ability to build a constructive team in which members are committed to the organizational goals and objectives rather than individual concerns;
- Ability to develop consensus among diverse opinions;
- Ability to establish and maintain effective working relationships with subordinates, elected and appointed members of governmental bodies, school officials, members of the business community, professional, technical, and administrative support staff in a constructive and supportive manner;
- Ability to responsively address requests from citizens, business community and legislators and work collaboratively with individuals and community groups; and

- Ability to remain calm, composed and adaptable in stressful or emergency situations.

WORK ENVIRONMENT AND PHYSICAL/MENTAL DEMANDS:

Work is performed primarily in a moderately quiet, business office setting involving everyday risks and/or discomforts requiring normal safety precautions. Work demands are subject to frequent interruption. The position requires an ability to frequently move throughout town facilities and travel to off-site locations for meetings and hearings. It requires the ability to work under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office including interaction with public and media exposure. The position requires managing and coordinating multiple priorities and adhering to established time frames and performance standards; working for extended periods at personal computer; and attendance and participation at numerous night and/or early morning meetings or events outside the normal business workday, some of which may be prolonged in duration. In public emergencies, the position requires working excessive hours under extreme pressure.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, reach with hands and arms, bend, push/pull or lift objects weighing up to 20 pounds. The employee must possess eye-hand coordination necessary to perform moderate manipulative skills such as writing, operating office equipment, and using a keyboard and/or calculator with accuracy. Specific vision abilities required include being able to see objects or materials closely and the ability to adjust focus as in reading and preparing documents or reports, reading from a computer monitor. The employee must be able to read, analyze and interpret financial reports and legal documents and respond effectively to the most sensitive inquiries or complaints. The employee must be able to see objects far away as in driving.

The position requires the ability to communicate orally and in writing in the English language with others on a one to one basis or in group settings or using a telephone. The position also requires the ability to write speeches and make presentations on controversial or complex topics to the Board of Selectmen, rating agencies, and public groups.

The employee must be able to concentrate on fine details with some interruption, and to attend to tasks/functions for extended periods of time. The employee must be able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts; and must be able to remember multiple tasks/assignments given to self and others over a long period of time.

REQUIRED MINIMUM QUALIFICATIONS:

Master's degree from an accredited college or university in public administration, finance, or a closely related field preferred; a minimum of seven (7) years progressively responsible experience as a city/town manager, assistant manager, or senior municipal

department director in a community of comparable size and complexity, including considerable exposure to public personnel and financial administration; or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job by the Board of Selectmen.

A valid Motor Vehicle Operator's license is required with a driving history compliant with the Town's Safe Driving policy.

Residency requirement issue.

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive if every task and responsibility.

Title: Town Manager
Department: Manager's Office

Revised: July 2009

Position Definition: The Town Manager shall have such powers and duties prescribed by the General Statutes for the chief executive officer of a municipality and such other powers and duties as the Town Charter shall provide or the Town Council shall authorize. Serves as chief administrative officer of the Town Government; directs, coordinates, and oversees the functional areas of Town government in accordance with the Town Charter, Ordinances, and Connecticut state statutes and with the policy advice and authority of the Town Council. Acts as spokesperson for the Town on public policy matters; and represents the Town on intergovernmental or regional organizations.

Supervision received: Receives general policy direction from the Town Council, works with considerable independence, establishing priorities within general assignment, and consults with the Chairman of the Council and the Town Council on emergency matters as necessary. Reports on a monthly, annual and episodic basis to the Town Council or upon the request of the Council.

Supervision exercised: The Town Manager is the Chief Appointing Authority of all Town employees position except Board of Education employees, provides policy direction to department heads, and through the department heads provides general supervision to all Town government employees.

Examples of Essential Job Duties:

Initiates, coordinates, and implements short-term and long range policy planning in consultation with department heads, and coordinates, reviews and submits annual operating and capital improvement budgets to the Town Council and the Board of Finance. Provides staff services to the Town Council. Oversees the creation of Council agendas, compilation of informational packets, and provides consultation at Council meetings on agenda items. Submits activity and advisory reports to Council on a regular basis.

Oversees activities of Town Departments to assure compliance with Town policies and procedures and to ensure efficiency of operations. Meets regularly with department heads and staff members to discuss and act on administrative matters. Encourages administrative team approach to encourage dialogue on technology advancements and developments in public administration. Works closely with the Superintendent of Schools. Plans and directs surveys and research studies to ensure effective administrative operations and to establish or modify program standards. Develops and initiates policy proposals and actions for consideration by the Town Council and Boards and Commissions.

Appoints all Town employees except as otherwise provided for by Town charter or state statute. Oversees employment practices, employee benefits and retirement programs, and participates in labor relations' matters as necessary. Coordinates with department heads to assure the appropriate training and development of employees, and that established employee personnel procedures and evaluation practices are routinely met.

Serves as Town Spokesperson in meetings with news media, social, civic, or cultural organizations as directed by the Town Council. Represents the Town Council at ceremonial functions and events. Interacts with the public on a regular basis to keep residents informed of

Town policies and procedures, and oversees the preparation, publication and distribution of the Annual Town Report.

Examples of Incidental Job Duties:

Participates or leads in the negotiation of major Town agreements with state, federal, or private concerns.

Represents the Town in regional, state, and national organizations, at meetings or conferences, to assure a continuing awareness of programs and opportunities available to the Town.

Interacts with members of Town Boards, Commissions, and the Volunteer Fire Department to actively engage volunteer citizens in the overall operations of Town Government.

Assumes responsibilities of operating departments in absence of department head or may serve in other capacities as requested or directed by the Town Council, i.e. Economic Development, Emergency Management.

Minimum qualifications required: The skills and knowledge required would generally be acquired with a Master's degree in Public or Business Administration or some closely related field; and six years of increasingly responsible administrative experience, with at least three years of management experience in a large government agency or as an Assistant Town Manager or its equivalent.

Knowledge, skills, and abilities: A thorough working knowledge of government structure and practices. A thorough knowledge of municipal financial administration is necessary. A working knowledge of computer technology, operations, and capabilities is desirable. The administrative and executive ability to initiate, organize and follow through on municipal programs and projects. The ability to apply principles of public administration to define problems, collect data, and draw valid conclusions. The ability to present ideas, policies and programs in a concise, effective and interesting manner to the Council, staff, public and media is essential. The ability to work with elected officials, appointed Town Board and Commissions, volunteers, professional, technical, and support staff employees in a constructive and supportive manner is essential.

Language Skills

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentation on controversial or complex topics to Boards and Commissions, public groups, and/or employees.

Mathematical Skills

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

Problem Solving Abilities

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

Specialized Skills and Abilities

- Knowledge of federal, state and local laws, ordinances, codes, and regulatory standards applicable to the primary department of assignment.
- Thorough knowledge of the principles, practices, methodologies and techniques of effective management and administration.
- Thorough knowledge of the operation requirements relevant to municipal government, and the administrative policies and procedures necessary to effectively direct and administer the function.
- Ability to maintain current knowledge of trends and developments in municipal government for application to municipal operations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Thorough knowledge of the functions, operations, and structure of municipal government.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.

Physical, mental exertion/environmental conditions: Works in office setting subject to continuous interruptions. Must work under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office, including interaction with public and media exposure. In public emergencies may be required to work excessive hours under extreme pressure.

License or Certificate: A Connecticut Motor Vehicle Operator's license is required.

Note: The above tasks and responsibilities are illustrative only. It is not meant to be all-inclusive of every task and responsibility. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**TOWN OF COVENTRY
JOB DESCRIPTION**

TOWN MANAGERS OFFICE

TOWN MANAGER

GENERAL STATEMENT OF DUTIES: Serves as Chief Administrative Officer for the Town; carries out duties as specified by the Town Charter, with authority and responsibility of the Chief Executive Officer as provided for in the Connecticut General Statutes; Serves as Chief Financial Officer.

SUPERVISION RECEIVED: Under general direction of the Town Council.

SUPERVISION EXERCISED: Acts as Chief Executive Officer for the Town.

EXAMPLES OF DUTIES: Plans, Organizes, and directs the administrative activities of the Town Government. Appoints all employees except the Police Department and approves the appointment of other employees. Prepares the annual operating and capital budgets for the Town Council review, and presentation to the Town Meeting; coordinates the review and submission of department budget recommendations and revenue estimates; Provides administrative support to the Town Council; Provides technical consultation and administrative support, directly or through subordinates, to various Town Boards and Commissions; Develops short and long range programs and objectives with Department heads; recommends policies and strategies to achieve program goals; reviews and evaluates the performance of subordinates in achieving goals; submits regular narrative and statistical reports to the Town Council; works closely with Town Council Chairperson on implementing Council directives; administers Town personnel and merit systems; negotiates all collective bargaining agreements; serves as personnel officer and affirmative action officer; investigates and resolves citizen complaints.

May assume the duties and responsibilities for a department head when a vacancy occurs. Coordinates activities of Town Government with the Board of Education and the Judge of Probate. Works closely with the Town Attorney on all legal matters. Acts as principal spokesperson for the Town in the absence of the Town Council Chairperson. Prepares grant applications and negotiates agreements with Federal and State officials. Coordinates and supervises projects with private consultants.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Required skills and knowledges would generally be acquired with education and experience in a related public administration person.

EXPERIENCE AND TRAINING: A Masters Degree in Public or Business Administration or in some closely related field, with five (5) years of increasingly responsible experience in Municipal or State Government. Valid Connecticut Drivers License required.

This job description is not, nor is intended to be, a complete statement of all duties, functions and responsibilities which comprise this position.

Revised
(2-28-90)

**TOWN OF ENFIELD
JOB DESCRIPTION**

TOWN MANAGER'S OFFICE

TOWN MANAGER

GENERAL STATEMENT OF DUTIES: Chief Executive Officer of the Town of Enfield.

SUPERVISION RECEIVED: Directly responsible to the Town Council.

SUPERVISION EXERCISED: Oversees the general operation of all Town of Enfield Offices.

ESSENTIAL JOB FUNCTIONS: Responsible for the administration of all departments, agencies and offices in charge of persons or boards appointed by the manager and supervises and directs the same; shall see that all laws and ordinances governing the town are faithfully executed; shall make periodic reports to the council; shall attend its meeting with full right of participation in its discussion but without a right to vote; shall prepare and cause to be printed as soon as possible after the close of the fiscal year, an annual town report; shall recommend to the Council such measures as he/she may deem necessary or expedient; shall keep the Council fully advised as to the financial condition of the Town; shall prepare and submit to the Council an annual budget; and shall exercise such other powers and perform such other duties as may be required by ordinance or by resolution of the Council and not inconsistent with the Charter; shall appoint all department heads and other officers and employees of the Town except as otherwise specified in the Charter.

OTHER JOB FUNCTIONS: Prepares related work as required.

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

While performing the duties of this job the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. Hand-eye coordination necessary to operate computers and various office equipment.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to concentrate on fine detail with some interruption. Able to remember task/assignment given to self and others over long periods of time.

The noise level in the work environment is usually moderately quiet.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of the principles and practices of modern municipal administration; knowledge of public personnel and finance methods and procedures; considerable ability to perform research and prepare technical reports on all phases of municipal government operation; ability to express ideas effectively in written and oral form; ability to establish and maintain effective working relationships with associates and the public; ability to work in harmony with others.

EXPERIENCE AND TRAINING: Must have a bachelor's degree or higher from an accredited college or university, with the major field of study in public administration or government, and a minimum of five (5) years' experience in public administration. A Master's Degree in Public Administration is highly desirable.

This job description is not, nor is it intended to be, a complete statement of all duties, functions and responsibilities that comprise this position.

Revised: 6-20-2016

Town of Farmington

Title: Town Manager
Department: Town Manager's Office

Date: October 2011
EEO Class: 1

POSITION SUMMARY:

The Town Manager is the Chief Executive Officer of the Town. Responsible for directing and reviewing the functions and performance of all Town departments.

GENERAL DUTIES:

The Town Manager shall direct and is directly responsible to the Town Council for the administration of departments, agencies, offices or boards appointed by him/her. Assures that all laws and ordinances governing the Town and all Town Council policies are faithfully executed and followed. Provides a report to the Council at each meeting with full right to participate in the discussion but without the right to vote. Recommends to the Council for adoption such items as may be necessary or expedient. Keeps the Council advised concerning the financial condition of the Town. May transfer funds as needed within the same department. Prepares and submits to the Council an annual Town budget. Functions as the Town's Director of Public Safety, Director of Personnel and Purchasing Agent. As Director of Personnel, appoints and removes town employees who receive compensation from the Town.

SUPERVISION RECEIVED:

Works under the general direction of the Town Council.

SUPERVISION EXERCISED:

Provides general supervision to all Town of Farmington employees.

KNOWLEDGE, SKILLS AND ABILITY:

Comprehensive knowledge of local and state government functions, practices, procedures and problems as each relates to a Council/Manager form of government.

Comprehensive knowledge and skill in the application of management theory and techniques. Extensive ability in personnel administration and evaluation, organization, direction and resource application.

Extensive ability in oral and written communication with associates, the public, State employees and Legislators and the Town Council.

Extensive knowledge of technical and practical municipal activities at the operating department level, e.g., Finance, Public Safety, Public Works, Parks and Recreation, Health and Social Services, and Planning and Zoning.

Ability to quickly and efficiently respond to requests from citizens and Legislators.

Ability to effectively negotiate with collective bargaining units.

QUALIFICATIONS:

Graduation from an accredited college or university with a degree in government, public administration or business administration. Prefer Master's Degree in Public Administration.

Minimum of ten years' experience in responsible administrative position in municipal government.

Any equivalent combination of experience, academic achievement and training as determined by the Town Council.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle, feel operate office equipment, or controls and reach with hands and arms. The employee is frequently required to sit. The employee is occasionally required to walk; talk or hear; sit; and smell. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee may encounter while performing the essential function of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. While performing the duties of this job, the employee will work in outside weather conditions. The employee occasionally is exposed to wet and/or humid conditions. The employee occasionally works in cold or adverse conditions.

LICENSE OR CERTIFICATION:

Valid Connecticut Driver's License

The Town of West Hartford
Announces
An Open Competitive Search
For the Position of

Town Manager

Application Deadline:

Until filled

Salary Range:

Dependent upon qualifications
and experience

Job Purpose

The Town Manager is the chief administrative officer of the Town government and is responsible to the Town Council for overseeing the administration of Town services and the implementation of Town Council policies. The powers and duties of the Town Manager are prescribed by Connecticut General Statutes for the chief executive officer of a municipality and such other powers and duties provided by Chapter V of the Town Charter or authorized by the Town Council. This is highly responsible administrative and professional work in planning and directing the functions of Town departments with considerable independence of action, subject to general direction from the Town Council in determining plans and policies. The Town Manager serves at the pleasure of the Town Council.

Essential Job Functions

- Plans, directs, and coordinates the work of Town departments to assure compliance with Town policies and procedures and to ensure efficiency of operations. Meets regularly with department directors and staff members to discuss and act on administrative matters.
- Initiates, coordinates and implements short-term and long range policy planning in consultation with department directors.
- Develops and initiates policy proposals and actions for consideration by the Town Council as may be deemed necessary or expedient for the health, safety, or welfare of the community or for the improvement of the administrative services.
- Appoints and supervises Town department directors and other officers and employees of the Town, except as otherwise specified in the Charter. Makes recommendations to the Council regarding wage and benefits for each appointed office and position in the Town service.
- In lieu of an appointment, the Town Manager may, with approval of the Town Council, perform the duties of any office under his or her jurisdiction as provided by Charter.
- Reorganizes offices, positions, departments or units under his or her jurisdiction, with appropriate notice or approval of the Council.
- Oversees the proper enforcement of all laws and ordinances.
- Carries out emergency management activities to protect life and property within the town prior to and during an emergency or disaster. Works cooperatively with federal, state, local and regional agencies to provide and coordinate services and operations.

- Coordinates, reviews and submits annual operating and capital improvement budgets to the Town Council with a message describing its important features; Assumes responsibility for administration of the adopted budget by appropriately monitoring and managing fiscal activities.
- Prepares and submits to the Council an annual report on the finances and administrative activities of the Town of the preceding year.
- Advises the Town Council as to the financial condition and future needs of the Town and makes recommendations as deemed desirable.
- Attends and participates in Town Council and Committee meetings and provides information and recommendations as directed or requested; Provides staff services to the Town Council by overseeing the creation of Council agendas, compilation of informational packets, and provides consultation at Council meetings on agenda items.
- Interacts with the public on a regular basis to keep residents and business representatives informed of Town policies and procedures; hears and responds to citizen concerns, issues and requests.
- Represents the Town in meetings with other regional, state and federal government agencies, news media, social, civic, and cultural organizations. Represents the Town Council at ceremonial functions and events.
- Advises the Council of the existence of federal and state funding programs and pursues funding from such sources as they may direct.
- Performs other duties as may be required by the Council, not inconsistent with the Charter, state law or ordinances.

Knowledge, Skills, and Abilities

- Thorough knowledge of the functions, operations, and structure of municipal government.
- Comprehensive knowledge of federal, state and local laws, ordinances, codes, and regulatory standards applicable to municipal government.
- Thorough knowledge of municipal financial administration and management including budgeting, pension fund management, debt management and issuance.
- Comprehensive knowledge and skill in the application of management theory and techniques.
- Extensive knowledge of the principles of personnel management, including employee/labor relations experience as well as experience in a union environment including negotiations, contract administration and grievance management.
- Working knowledge of computer technology, operations, and capabilities.
- Knowledge, skill, and ability to carry out emergency management operations.
- Knowledge of and commitment to high standards of ethical conduct in the operation of Town government.
- Familiarity with general principles of civil and criminal law as they relate to municipal operations.
- Ability to maintain knowledge of current trends and developments affecting the practice of local government management.
- Ability to initiate, organize and follow through on municipal programs and projects.
- Ability to apply principles of public administration to define problems, collect data, and draw valid conclusions.

- Ability to apply principles of logical, scientific, and innovative thinking to a wide range of intellectual and practical problems.
- Ability to build a constructive team in which members are committed to the organizational goals and objectives rather than individual concerns.
- Ability to develop consensus among diverse opinions.
- Ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, et al, using proper format.
- Ability to express ideas, policies and programs in a concise, and effective manner to the Town Council, staff, public and media, orally and in written form.
- Ability to establish and maintain effective working relationships with subordinates, elected and appointed members of governmental bodies, school officials, members of the business community, professional, technical, and administrative support staff in a constructive and supportive manner.
- Ability to responsively address requests from citizens, business community and legislators and work collaboratively with individuals and community groups.
- Ability to remain calm, composed and adaptable in stressful or emergency situations.

Work Environment and Physical/Mental Demands

Work is performed primarily in a moderately quiet, business office setting involving everyday risks and/or discomforts requiring normal safety precautions. Work demands are subject to frequent interruption. Position requires an ability to frequently move throughout town facilities and travel to off-site locations for meetings and hearings. Must work under stress from demanding deadlines and changing priorities and conditions. This is a highly visible public administrative position with consequent demands and pressures of office including interaction with public and media exposure. Manages and coordinates multiple priorities adhering to established time frames and performance standards. Works for extended periods at personal computer. Attendance and participation required at numerous night and/or early morning meetings or events outside the normal business workday, some of which may be prolonged in duration. In public emergencies, may be required to work excessive hours under extreme pressure.

While performing the duties of this job, the employee is frequently required to sit, talk and hear. The employee is occasionally required to walk, reach with hands and arms, bend, push/pull or lift objects weighing up to 20 pounds. Must possess eye-hand coordination necessary to perform moderate manipulative skills such as writing, operating office equipment, and using a keyboard and/or calculator with accuracy.

Specific vision abilities required include being able to see objects or materials closely and the ability to adjust focus as in reading and preparing documents or reports, reading from a computer monitor. Must be able to read, analyze and interpret financial reports and legal documents and respond effectively to the most sensitive inquiries or complaints. Ability to see objects far away as in driving.

Must be able to communicate orally and in writing in the English language with others on a one to one basis or in group settings or using a telephone. The position requires the ability to write speeches and make presentations on controversial or complex topics to the Town Council, rating agencies, and public groups.

Must be able to concentrate on fine details with some interruption. Needs to attend to task/function for extended periods of time. Able to understand and relate to specific ideas, generally several at a time and to understand and relate to the theories behind several related concepts. Able to remember multiple tasks/assignments given to self and others over a long period of time.

Minimum Qualifications

Master's degree from an accredited college or university in public administration, finance, or a closely related field preferred; with a minimum of seven (7) years progressively responsible experience as a city/town manager, assistant manager, or senior municipal department director in a community of comparable size and complexity, including considerable exposure to public personnel and financial administration; or any combination of education and/or work experience deemed relevant and equivalent to achieve the successful performance of the job by the Town Council may be considered.

A valid Motor Vehicle Operator's license is required with a driving history compliant with the Town's Safe Driving policy.

Special Requirement – The Town Manager shall be available at all times to discharge the duties of the office and during his or her term of office shall reside in town.

Method of Selection

Applications and resumes will be evaluated and processed upon receipt. An evaluation of education and professional experience will determine qualified candidates and those that will be further considered.

The Town Council shall be the hiring authority for the purpose of selecting the Town Manager.

All finalists shall be subject to a thorough background and reference check process.

The Town reserves the right to limit the number of qualified candidates invited to participate in any portion of the selection process.

Application Process

To apply, submit a confidential letter of interest and updated resume, including salary history, to the attention of Patricia Morowsky, Assistant Director of Human Resources, Town of West Hartford, 50 South Main Street, West Hartford, CT 06107, or via e-mail at PatM@westhartfordct.gov.

An Equal Opportunity/Affirmative Action Employer – M/F