



# TOWN OF GRANBY, CT

# TOWN MANAGER

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# GRANBY, CONNECTICUT

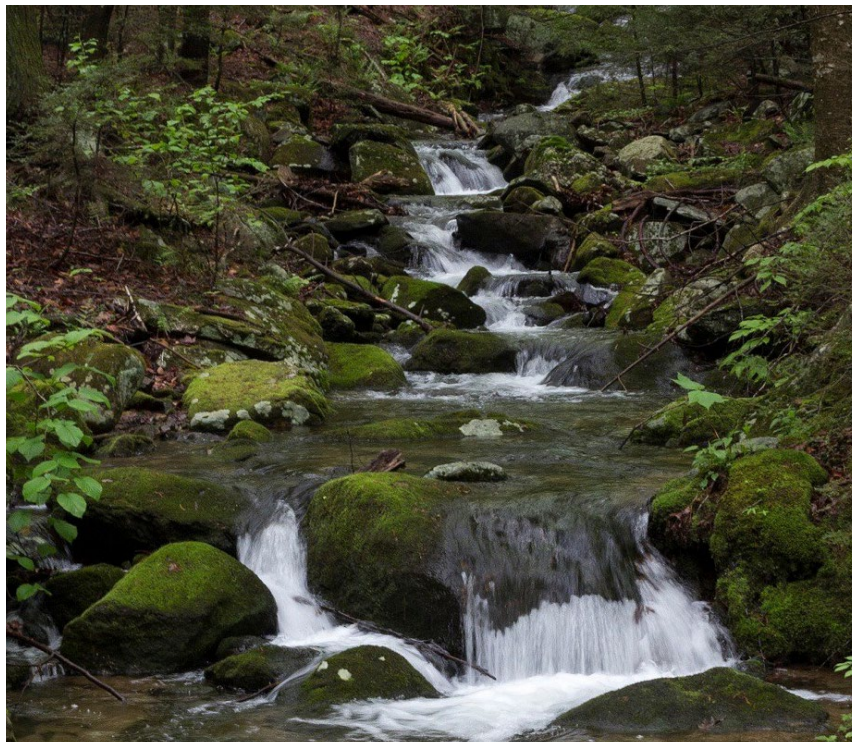
## TOWN MANAGER

GovHR USA, LLC is pleased to announce the recruitment and selection process for the Town Manager position for the Town of Granby, Connecticut. The Town is seeking experienced candidates to serve as its next Town Manager who are leaders, collaborative, transparent, strategic, innovative, team oriented, approachable, communicative, trustworthy, engaging, and dedicated professionals.

This brochure provides background information on the Town of Granby as well as the requirements and expected qualifications for the Town Manager's position. Additional information about Granby can be found on the Town's website: [Granby, CT | Official Website \(granby-ct.gov\)](http://granby-ct.gov)

### THE COMMUNITY

Granby is a small, tight-knit, rural residential community of approximately 11,375 residents, known for its beautiful landscapes, preserved open space, excellent public school system and a strong sense of community. The Town's dense woodlands, open farmland and abundant hiking trails make it the perfect place for outdoor activities and enjoying nature. Granby covers 40.8 square miles, much of which is open space and forests, which are home to a variety of wildlife, including black bears, white-tailed deer, wild turkeys and numerous species of birds. Residents and visitors alike enjoy beautifully managed areas such as Enders State Forest, McLean Game Refuge, Holcomb Farm and Tree Trail, Salmon Brook Park, Mary Edwards Land Trust and the Godard Preserve.



The Town offers a unique blend of small-town New England charm and access to major cities, making it an attractive place to live for those seeking a balance between a rural lifestyle and proximity to larger cities and cultural attractions, employment opportunities and services. Granby is in northern Hartford County, just south of the Massachusetts border; 13 miles north of Hartford, 19 miles south of Springfield, 115 miles from Boston, and 135 miles from New York City. It is bordered by the Connecticut towns of Suffield, East Granby, Canton, Barkhamsted, Hartland and Simsbury, as well as Southwick, Massachusetts. It is also conveniently located just six miles to the west of Bradley International Airport and 9 miles to the west of Interstate 91.

Granby is a financially stable community and has an AA+ Standard and Poor's Credit Rating. The FY24 Budget provided \$16.9M in general government funding for administration, public safety, public works, libraries, recreation, and social services and \$36.2M for education services. The Total Operating Budget for FY24 is \$53.1M, a 5% increase over the prior fiscal year.

The Town of Granby is committed to responsible growth and fiscal stability, preserving its natural beauty and enhancing the quality of life for its residents. There is a strong sense of volunteerism in the town and residents have a true love for, and loyalty to, the community. Residents are very generous with their time and talents, contributing countless hours to municipal and community service. The town has an exceptional school system, parks, and programs, making it an excellent community to raise a family. The town government has a reputation for its professional and nonpartisan approach to conducting town business. In 2009 Connecticut Magazine selected Granby as the 3rd best small town (10,000 -15,000 people) in the state and 1st in Hartford County. Granby is a welcoming and supportive community.



# MUNICIPAL ORGANIZATION

Since 1960, the Granby Charter provides that the community shall operate under the Selectmen/Town Manager form of government. In accordance with the requirements of 9-167a of the Connecticut General Statutes, the town limits the number of members who may belong to the same political party on boards, commissions, and committees.

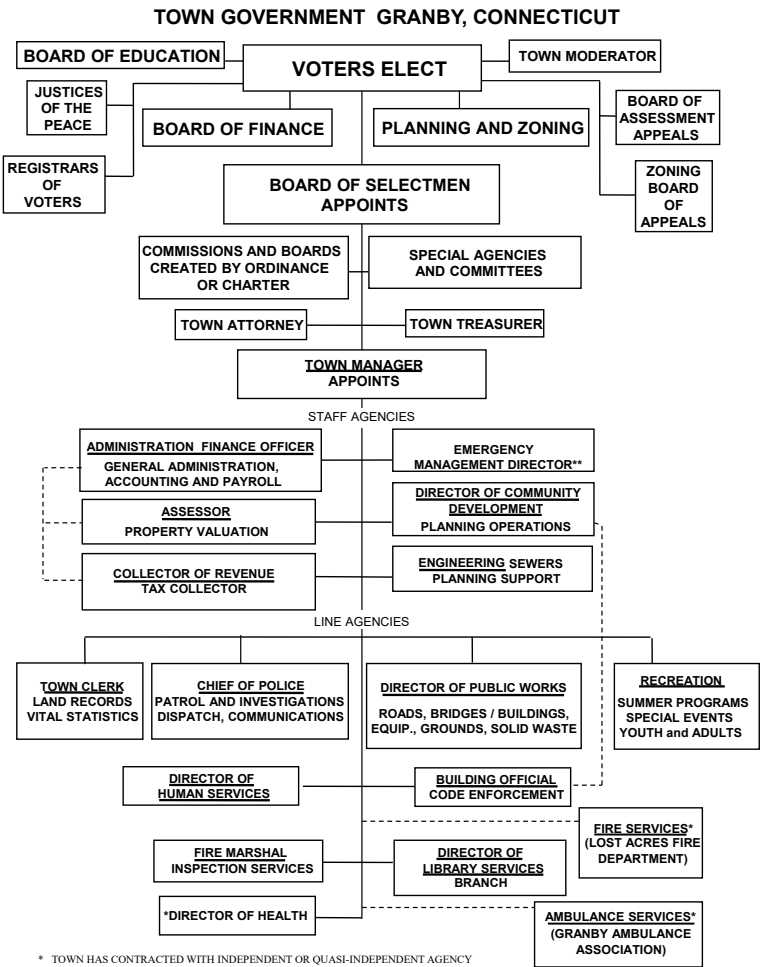
## FIRST SELECTMAN AND BOARD OF SELECTMEN

Every two years, the registered voters elect a First Selectman and four members to the Board of Selectmen. The First Selectman serves as Chair of the Board of Selectmen, presiding over all its meetings, and serving as an ex-officio member, without vote, of all other town boards, commissions, and committees. The Board of Selectmen by majority vote appoints the Town Manager, Town Attorney, Town Treasurer and other town officers, boards, and commissions not otherwise provided for in the Charter.

The Board of Selectmen is the legislative power in the community and has the powers to enact, amend, and repeal ordinances and resolutions; create and abolish by ordinance boards, commissions, and departments not provided for in the charter; establish by resolution study, advisory, or consulting committees; adopt national or state ordinances, rules, regulations or codes; and contract for services and use of any facilities with federal, state, or other political subdivision.

## TOWN MANAGER

The Town Manager is appointed by the Board of Selectmen to serve as the Chief Executive Officer, with responsibility for: preparing the annual budget; managing financial affairs, including procurement; appointing and when necessary, removing, with the approval of the Board of Selectmen, department heads; and to providing administrative and operational direction to Town departments. The Town Manager is also responsible for other duties prescribed in the Charter or assigned by the Board of Selectmen.

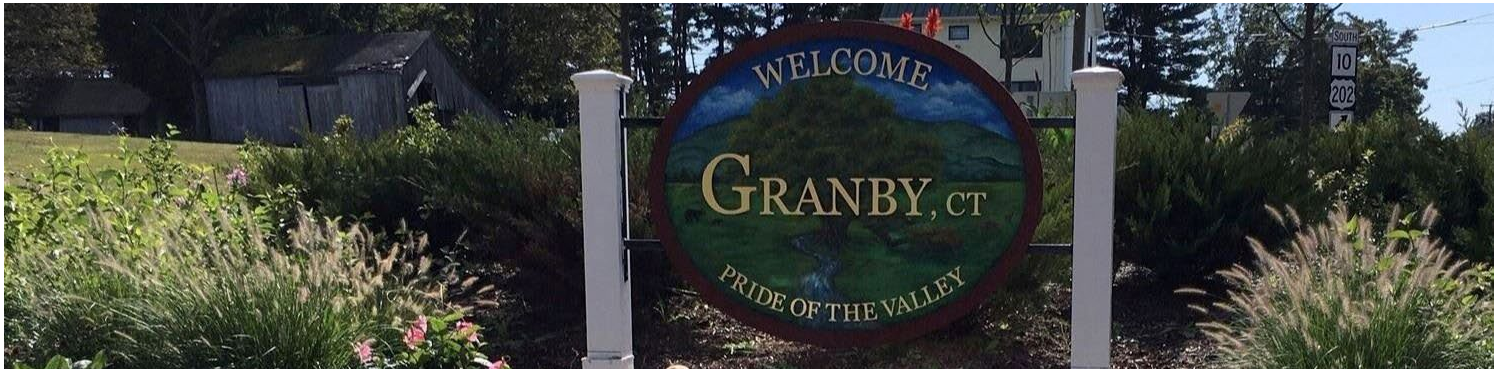




## MANAGER'S GENERAL DUTIES

- Directs the delivery of municipal services by coordinating work across departments.
- Prepares the annual Town operating and capital budgets for submission to the Board; reviews budget components with various department officials and makes appropriate modifications.
- Submits the proposed Town budget to the Board, answers questions, defends challenged items and makes directed adjustments.
- Implements the approved budget; reviews and approves or denies transfer requests; directs and participates in securing federal and state funds and other alternate sources of revenue.
- Appoints and evaluates the performance of department heads.
- Directs negotiation of employee association contracts and the adherence to and administration of contract provisions by Town executives and the administration of the Town personnel system, including all appointments through designated officers.
- Collaborates with Town officials to provide required direction and coordination to obtain comments and suggestions relative to Town programs, operations, plans and policies.
- Develops long and short-term goals for Town operations, finances, services, and organization; submits those requiring approval to the Board, and oversees and participates in implementation, making modifications as circumstances require.
- Attends meetings of the Board and its committees, as well as other boards and commissions as necessary to present information, opinions and suggestions, to answer questions, to discuss programs and problems, and to obtain policy guidance and direction.
- Implements Board policies and directives; carries out special assignments and conducts studies as directed by the Board.
- Maintains liaisons and conducts Town affairs with other public jurisdictions, community organizations and companies doing business with the Town.





## THE IDEAL CANDIDATE

**Experienced:** A strong background in executive management, finance and/or related fields. Previous experience in leadership roles within local government is an asset.

**Collaborative:** Adept at working with various stakeholders, including Board of Selectmen, municipal employees, other governments, and business and community members, to move projects forward and to achieve goals established by the Town's budget and other planning documents.

**Transparent:** Makes every effort to communicate actions and policies of the Town to the appropriate constituencies. Responds openly to inquiries in a reasonable timeframe. Keeps elected officials equally and fully informed.

**Accountable:** Respects and demonstrates that the Town Manager is answerable to the elected officials and various stakeholders in the community. Willing to take responsibility when things do not go as planned.

**Approachable:** Available and listens to elected officials, staff, and the community. Remains calm and endeavors to understand and respond to anyone who seeks information or advice.

**A Leader:** Demonstrated leadership qualities and the ability to establish strong working relationships with staff at all levels of the organization. Accessible, approachable, empathetic, and able to motivate staff, and understands and takes an active interest in the work that is being performed.

**A Communicator:** Effective communication skills are vital to foster transparency, convey the Town's vision and plan to both the public and staff, and to engage, build and manage strong relationships with staff, Board of Selectmen, other elected officials, and members of the community.

**Fiscally Minded:** Demonstrated ability to: develop and propose a balanced, well thought out annual operating and capital budget and tax rate; understand and explain long-term fiscal trends; oversee and manage the Town's debt; conduct collective bargaining with the Town's four unions; and maintain transparency.

**Innovative:** Ability to think creatively and propose innovative solutions to address the Town's challenges and opportunities. Possess the ability to understand and support functions that are going well and to challenge and change those that are not.

**Trustworthy:** Known for integrity and ethical conduct in all aspects of the role of Town Manager. Someone who follows through and does the right thing for the right reasons.

**Visionary:** Ability to identify evolving issues and develop responses, articulate a vision for the Town, and work with diverse stakeholders. Willing to actively listen to new ideas, be innovative and creative when incorporating those ideas into solutions and projects and communicate effectively with the public.

**Supportive:** Ability to be a supportive leader and nurture a positive and productive work environment for Town employees. Ability as a collaborative and facilitative leader to: empower a high-performing, competent staff; provide clear expectations; be an effective team builder who instills confidence and pride in staff; and utilizes the talent and capabilities of employees.

**Enthusiastic:** Enthusiasm for the Town and its future prospects is essential for a successful Town Manager.

**A Listener:** Commitment to listen respectfully to various opinions and suggestions and carefully consider what was heard in arriving at a decision or recommendation that is best for the circumstances and community.

**Diplomatic:** Not political, with the maturity, self-confidence, and strength of professional convictions to communicate administrative insights to the boards, commissions, committees, staff, and other stakeholders. Ability to firmly and diplomatically present professional views and carry out administrative decisions in a timely, fair, and impartial manner.

## OPPORTUNITIES

### Supportive Board of Selectmen

The Granby Board of Selectmen has a long tradition of being highly supportive of the Town Manager/Board of Selectmen form of government. One former Town Manager served forty years in the position before retiring. The Board is looking forward to engaging a skilled leader to serve as its next Town Manager who will serve an extended period in the position.

### Talented and Team Oriented Senior Staff

The Department Heads are vibrant and capable professionals who have demonstrated an ability to manage their respective departments, while staying committed to working together as a team. They are supportive of, and will work well under, an experienced manager who leads and guides them, while at the same time trusting and supporting their efforts to oversee their operations.

### Active Elected and Appointed Volunteers

Granby is governed by several elected and appointed officials who volunteer significant time and effort to their respective boards, commissions, and committees. Connecticut state law requires that boards, commissions, and committees have a prescribed minority representation, however members indicate they are generally not aware of the political persuasion of their fellow members, and that the focus is on collaboration in pursuit of what is best for Granby.

### Financially Well Managed

Standard and Poor's has rated Granby an AA+ community, a clear indication that the community is well managed and financially stable. The Town's leadership team includes the Board of Selectmen, the Board of Finance, and the Board of Education who collaborate to the community's benefit. The community has a strong relationship with the non-profit sector which coordinates its activities and programs to compliment the Town's needs. The community strives to update and upgrade its services and infrastructure, while maintaining a stable rate of increase in its mill rate. The community seeks grants, donations, and alternative revenue sources; increased efficiency; and shared services between the school and municipal department and among regional communities.

### Small Town Culture

Residents of Granby purposefully selected to locate in Granby for a variety of reasons, including its commitment to open space and farm preservation, fiscal stability, reasonable tax rate, quality education, efforts to maintain the Town character, and its welcoming nature and rural charm. It is a place most want to stay, and in the case of their children, to return to with their families. Residents actively participate in the community and will reach out to new residents to introduce them to the community and encourage them to engage in similar participation in community affairs. Granby has an excellent school system and is a safe place to live, work, shop, play, and learn – an excellent place to raise a family.

### Preserving Parks, Farms, and Open Space

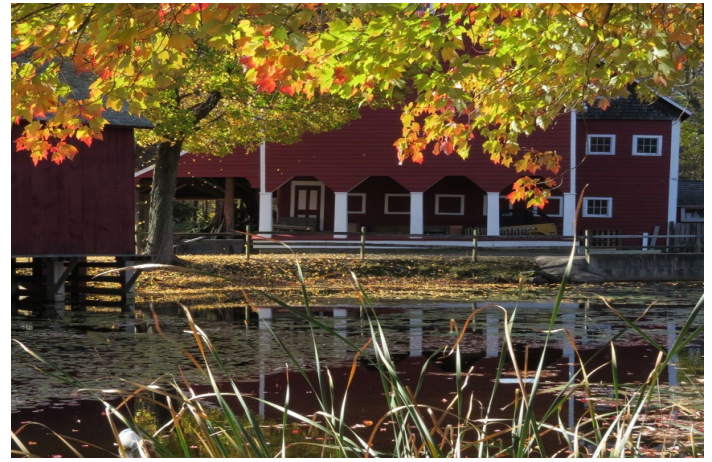
The community attributes the attractiveness and character of Granby to its public and private parks, farms, and open spaces. The preservation and improvement of these spaces is cited as one of the most important objectives to be pursued. The active Land Trust, the willingness to work with farms in their pursuit of alternative revenue sources, and the Town's support of State initiatives to preserve the farms and open space are in keeping with the Town's commitment to this effort.



## CHALLENGES

### Budget Pressures

The Town is confronting increasing budget pressure due to inflation and the State's efforts to shift certain expenses to cities and towns. The Town's annual budget is weighted in favor of the schools (68.2%) over municipal services (31.8%) and there is an increasing need to allocate more funds to the maintenance, expansion, and replacement of facilities and infrastructure. There are services that have been traditionally provided by volunteers (Fire and Ambulance) which may not be sustainable in that manner going forward and may require more Town support.



### Revenue

Given the increasing pressure on the annual budget, it is increasingly important to identify greater efficiency in the provision of services and new sources of funding, including economic development and grants. The proportion of commercial tax base, which has never been significant, has decreased in recent years due to several factors: increasing residential values and development; retail vacancies; and lack of new development. Finding creative means to achieve appropriate commercial development and identifying new sources of revenue would be greatly welcomed and supported.

### Economic Development Opportunities

Granby has a deactivated elementary school, vacant store fronts in the Town Center, and open tracts of Town and privately owned land, which provide opportunities for economic development. Committees have been appointed and studies have been conducted the results of which need to move forward to the implementation of recommendations such as the enhancement of the zoning and physical attributes in the Town Center.

### ARPA Funding

Granby has allocated a significant portion of the federal ARPA funding it received to a wide range of improvements and upgrades, including, but not limited to, the payroll system, hardware and software, HVAC systems, and public safety radio systems. These projects need to be completed and reported on while appropriating the remaining funds.

### Mandated Housing Affordability

The State has mandated that all communities have ten percent of their housing stock as qualified affordable housing, defined as subsidized or deed restricted housing affordable to households earning less than 80% of median area income. Communities that have not achieved the 10% goal could be subjected to an appeal by any qualified project that is not approved. Granby currently has 3.8% of its housing stock qualified as affordable housing. Providing greater affordability and options in the housing market though supported, is seen by some as counter to Granby's commitment to maintain its character.



### Sustainability and Resilience

The Town has been proactive and committed on the issues of sustainability and resilience, but Town officials, staff, and the community have expressed the opinion that even more needs to be done. Some of the efforts require an upfront investment of funds, which should be sought from federal, state, and not-for-profit grant programs. Modification of building codes can improve the energy efficiency of new public and private construction and renovation.

## EDUCATION AND EXPERIENCE

Progressive management experience, preferably in the public sector as a city/town manager or administrator; in an organization of comparable size and complexity; and three to five years of leadership experience and considerable exposure to public personnel and financial administration.

A master's degree from an accredited college or university with major course work in public or business administration, finance, public policy, or a closely related field. Membership in the ICMA and/or state municipal management association and adherence to their codes of ethics and/or designation as an ICMA-Credentialed Manager or comparable certification and/or experience in human resources, economic development, and/or finance is a plus.

The Town will consider a combination of education and experience that allows for successful performance in this role.

## SALARY, BENEFITS, AND HOW TO APPLY

The Town of Granby offers competitive compensation and a comprehensive benefits package for the Town Manager position. The starting annual salary is \$140,000 to \$180,000 depending on the qualifications of the selected candidate. Please submit resumé, cover letter, and contact information for five professional references by December 8, 2023 online at [www.GovHRjobs.com](http://www.GovHRjobs.com). Questions may be directed to Michael Jaillet, Vice President, GOVHRUSA at 781-760-3658 or [mjaillet@govhrusa.com](mailto:mjaillet@govhrusa.com). Granby is an Equal Opportunity Employer and is actively seeking a diverse applicant pool.

## INFORMATIVE LINKS

[Town Charter](#)

[Strategic Plan](#)

[Plan of Conservation and Development](#)

[Affordable Housing Plan](#)

[FY24 Budget](#)



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