



TOWN MANAGER

BLOOMFIELD, CT



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TOWN MANAGER BLOOMFIELD, CT



GovHR USA, LLC is pleased to announce the recruitment and selection process seeking a communicative, trustworthy, and visionary leader to serve as the Town Manager for the Town of Bloomfield, Connecticut. This brochure provides background information on the town as well as the requirements and expected qualifications for the Town Manager's position. Additional information about Bloomfield can be found on the town's website: bloomfieldct.gov.

THE COMMUNITY

The Town of Bloomfield (21,000 population) is a suburban town located in Hartford County, Connecticut. The town has a diverse majority-minority population which reflects a mix of ethnic backgrounds and ages that takes pride in being a welcoming and inclusive community. The town has a rich history dating back to the 17th century when it was settled as part of the Connecticut Colony. The town played a role in the American Revolutionary War and was incorporated in 1835. Over the years, it evolved from an agricultural community to a thriving suburban area with a strong industrial presence in the 19th and 20th centuries. Bloomfield's history is also marked by its contributions to the aerospace industry, with several major aerospace companies located in the area.

KEY PLACES:

Wintonbury Historic District: This historic district showcases well-preserved 18th and 19th-century homes, providing a glimpse into Bloomfield's past.

Penwood State Park: Offering hiking trails, scenic vistas, and picnic areas, Penwood State Park is a natural oasis for outdoor enthusiasts.

Bloomfield Center: The town center features a variety of shops, restaurants, and community events, making it a hub for social activities.

Tobacco Farms: Historically, Bloomfield was known for its tobacco farming, which played a significant role in the town's economy. While the industry has declined, the legacy remains part of the town's identity.

Bloomfield Public Libraries: A valuable resource for residents, the library offers educational and recreational opportunities for all ages. The town is in the process of a multi-million dollar renovation to its Library system.

Bloomfield Parks, Recreation, & Leisure Services: This department organizes various recreational and cultural activities for the community, including sports leagues, concerts, and summer programs.



LIVING IN BLOOMFIELD

Bloomfield, CT is a hidden gem waiting to be discovered.

Learn more about Bloomfield:

- [Bloomfield Video Tour](#)
- [Facts and Demographics](#)
- [Bloomfield Means Business Brochure](#)





MUNICIPAL ORGANIZATION

Bloomfield is a town that thrives on community engagement and dynamic governance. The local government operates under the Council-Manager model, where a passionate and dedicated Town Council, composed of nine volunteer members elected every two years, sets local policy, approves the budget, and determines the tax rate.

The Town Council appoints a full-time Town Manager to carry out the policies it establishes and to oversee the day-to-day administrative operations of town government. The Town Manager is also responsible for preparing the \$100M + general fund budget and administering personnel. Each town department is managed by a Department Director, who reports directly to the Town Manager.

Learn more about the Municipal Organization:

- [Organizational Chart](#)
- [2024 Budget](#)
- [Town Charter and Code of Ordinances](#)

CANDIDATE CHARACTERISTICS, SKILLS, AND ABILITIES

In selecting the next Town Manager, the Town of Bloomfield has identified the following characteristics, skills, and traits that are important to the Council, residents, local community leaders, and town employees:

- Ability to develop strong working relationships and interact with elected officials, senior staff, boards and commissions, employees and other stakeholders in a positive and professional manner.
- Excellent communication skills including the proven ability to engage others and to keep the Mayor, Trustees and staff members informed. The ability to clearly present and defend concepts, explain operations and finances, and respond to resident and stakeholder inquiries in a timely and efficient manner.
- A strong administrative and collaborative leader with the ability to help Town Staff identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer-range needs of the overall community. Someone who supports staff and facilitates good working relationships with members of the Town Council.
- A strategic leader with excellent problem solving, financial and human resources skills, including budget preparation and administration, contract negotiations and administration, and labor relations. Someone who focuses on long term strategies and solutions rather than reacting to issues as they arise.
- An approachable, collaborative, respectful, ethical and trustworthy leader who values the input of the Town Council, members of the staff, stakeholders, and the general public. Someone who has led transformation and change in complex organizations with successful and notable outcomes. Someone who is decisive and can make recommendations and decisions and stand by them.
- A skilled leader with the proven ability to work with a Town Council that has different opinions and approaches to their roles. Someone who is truthful and can build consensus with the Town Council but also has the backbone to stand up to the elected body in a respectful and professional manner when necessary.
- A disciplined, collaborative and calm leader who can effectively lead by example in a diverse, multicultural community and who may present conflicting viewpoints on significant issues. The next Manager must be able to engage and listen to varying points of view and actively engage and empower residents to participate in the local governing process.
- A manager that can move the municipal government forward by utilizing technology, fostering innovation and supporting professional development opportunities for Town staff.



OPPORTUNITIES FOR THE NEXT TOWN MANAGER

The next Town Manager is expected to address a wide range of challenges and opportunities in the short to medium term, including but not limited to:

- Working with the Town Council, staff, and other stakeholders on the following projects:
 - Facilitating a reimagining of Town Center;
 - Developing a Strategic Plan for Bloomfield;
 - Developing a long-term Capital Improvements Plan;
 - Participating in the Library Improvement Project.
- Working in a minority-majority community with engaged residents and stakeholders and a talented, high functioning staff.
- Supporting the sustainability of the community through Economic Development efforts and continuing to address issues such as climate change and access to all services for residents.
- Developing, presenting and managing a \$100 million + General Fund Budget in a community with an AA+ bond rating.
- Working with staff on assessing housing stock and ensuring there are a variety of options for residents, with an emphasis on creating more affordable and workforce housing options.



TOWN MANAGER QUALIFICATIONS

- The ideal candidate will possess the following qualifications or be able to demonstrate an equivalent combination of education and experience to perform the functions of the position:
- A Master's in Public Administration or related field and a minimum of eight years of experience in public administration, with a minimum of five years in a senior management capacity.
- Preference will be for Town Managers/Administrators, Assistants and Department Heads with large municipal operations and knowledge of all Town functions. Experience in labor relations is required.
- The Town of Bloomfield's Charter requires the Manager to reside in Bloomfield.



SALARY/COMPENSATION/APPLICATION

The Town has established a total compensation range of \$175,000 to \$200,000 +/- DOQ with a competitive benefits package commensurate with qualifications and experience. The Town is an affirmative action/equal opportunity employer, committed to a diverse workforce and women, minorities and persons with disabilities are encouraged to apply.

To apply, submit resume, cover letter and contact information for five professional references to Rodney L. Crain, Senior Vice President, GovHR USA, LLC - www.govhrusa.com/current-positions/recruitment. The first review of resumes will be on February 12, 2024, open until filled. Questions regarding the recruitment may be directed to Mr. Crain at 224-326-1340.

