



Executive Recruitment for

ENFIELD, CONNECTICUT

GovHR USA, LLC is pleased to announce the recruitment and selection process for Town Manager for the Town of Enfield, CT. This brochure provides background information on the Town of Enfield as well as the requirements and expected qualifications for the Town Manager's position. Additional information about Enfield can be found on the Town's website: <http://www.enfield-ct.gov/>.

Candidates interested in applying for the position should submit their résumé and cover letter, along with contact information for five work-related references by May 16, 2018 to www.GovHRjobs.com. Questions regarding this opportunity should be directed to the Executive Recruiter working with the Town of Enfield.

Joellen Cademartori Earl, CEO

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Northbrook, Illinois 60062
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Formal Applications should be submitted to:
www.GovHRjobs.com



TOWNSHIP MANAGER



PROFESSIONAL ANNOUNCEMENT

Town Manager, Enfield, CT (44,500) The Town of Enfield, Connecticut, is a historic community situated along the beautiful Connecticut River in Hartford County. Enfield is about 18 miles north of Hartford and eight miles south of Springfield, Massachusetts. The beautiful Town of Enfield was named and incorporated by the Colony of Massachusetts in 1683 and annexed to Connecticut in 1749. Enfield is 33.8 square miles with a current population of approximately 44,500. The Town of Enfield is located at the center of a two-state, three-county region. Situated midway between two major employment centers—Hartford and Springfield, MA—Enfield enjoys a superior location along Interstate Route 91, is minutes from Bradley International Airport, and within a two-hour drive of both Boston and New York City.



Enfield's location, transportation access, quality work force, land, infrastructure and business services have attracted many first-rate corporate citizens. The Town has a diversified commercial/industrial base of manufacturing, research, engineering, distribution, service and retail facilities. Several companies have located their corporate headquarters in Enfield. A total of approximately 2,200 businesses are located in Enfield.

Under the Council-Manager form of government, Enfield is a full-service community with approximately 454 full-time Town employees, most of whom are covered by seven collective bargaining agreements. The annual Town budget is approximately \$132 million, \$64 million of which is for Town operations and includes personnel costs, capital and other expenses. The Town Manager is appointed by and reports to an eleven-member Town Council. Candidates will be expected to have a background in administering municipal operations, particularly financial and personnel management.

The successful candidate is required to 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. Candidates should

have the proven ability to establish and maintain strong working relationships and possess knowledge of public personnel and finance methods and procedures. The ability to write technical reports and to express ideas effectively in written and oral form is also required.

Salary range is up to \$160,000 depending on qualifications and experience. Excellent benefits package. Residency is required as soon as possible after appointment but not later than six months, unless approved by the Town Council. Submit résumé, cover letter, and contact information for five professional references by May 16, 2018 online to GovHR USA, LLC – www.GovHRjobs.com Questions regarding the recruitment may be directed to Joellen C. Earl, CEO, GovHR USA at 847-380-3238.

COMMUNITY BACKGROUND

The Town of Enfield is located at the center of a two-state, three-county region, economically marketed as the "Knowledge Corridor." Situated midway between the two major employment centers of Hartford and Springfield, Enfield enjoys a superior location along Interstate Route 91, is minutes from Bradley International Airport, and is within a two-hour drive of the metropolitan areas of New York City and Boston, the beaches of the Connecticut and Rhode Island coastlines, and the mountains of northern New England.

Enfield's location, transportation access, quality workforce, land, infrastructure and business services have attracted many first-rate corporate citizens. The Town has a diversified commercial/industrial base of manufacturing, research, engineering, distribution, service and regional retail facilities. Several companies have located their corporate headquarters in Enfield. A total of approximately 2,200 employers are located in Enfield. A new commuter rail system in Connecticut will include a stop in Enfield's historic village of Thompsonville in 2020.

As a state capital and center for the insurance industry, nearby Hartford has a long and colorful history as a colonial center and prosperous industrial-era city. The first insurance company was established here in the late

1700s, and The Hartford Steam Boiler Inspection and Insurance Company, established in 1866, charted the course for industrial safety. Today Hartford is home to 35 insurance companies, including AETNA and The Hartford, which provide stable employment. The area is also headquarters to conglomerate United Technologies, but most manufacturing has disappeared from the Hartford landscape and it has become a center for “knowledge” industries.

Enfield is located in the broad Connecticut River Valley with low north-south mountain ranges on both sides of the city. The climate is New England continental. Prevailing winds bring most weather systems into the area from the west. In winter, Enfield receives polar air masses from the north and moist, tropical air from the south, resulting in variable weather and strong winter storms. Cold air trapped in the river valley can produce freezing rain and ice storms. In summer, the climate is usually warm and pleasant with occasional thunderstorms. First freeze is early October, last is late April.

Connecticut’s system of state parks and forests, state boat launches, and waterways, provide many opportunities for outdoor recreation for residents and visitors alike. These range from camping and fishing to hiking, boating, and picnicking. The Bureaus of Outdoor Recreation and Natural Resources lead the agency’s outdoor recreation efforts by acquiring and managing lands with an eye toward providing public use that is compatible with long-term protection of natural resources.

Fast Facts

Year Incorporated - 1683
Population - 44,500
Land Area (sq. miles) – 33.8
Population Per Square Mile (2012) - 1,337
Median Age (2012) - 41
Households (2012) - 16,400
Median Household Income (2012) - \$68,356
Median Home Price- (2013) - \$179,900
Net Grand List (2013) - \$2,856,573,974 Billion

EDUCATION AND HEALTHCARE

Enfield, Connecticut boasts of a rigorous and dynamic school system. There are many options for education. In Connecticut a child has the option to attend any school in

the district (called intra-district choice) as well as charter or magnet schools. As part of the Open Choice program, in the large urban districts of Hartford, Bridgeport and New Haven, students have the option to attend schools in surrounding suburban districts (called inter-district choice), as long as there is space. Suburban students may also choose to attend schools in the urban districts under the same guidelines. Under the federal No Child Left Behind law, students attending a Title I school designated as "in need of improvement" have the right to attend a higher performing school in the district.



Public Schools

Henry Barnard	Prudence Crandall
Enfield Adult Education	Enfield High School
Enfield Street	Hazardville Memorial Head Start
John F. Kennedy Middle School	Edgar H. Parkman
Stowe Early Learning Center	Eli Whitney

Private Schools

St. Bernard	St. Martha School
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Higher Education

Asnuntuck Community College	Bay Path University
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Health Care

Health care is available for residents at Parkway Pavilion Health and Rehabilitation. Parkway offers a full range of medical services to meet the individual needs of their residents, including short-term rehabilitative services and long-term skilled care. Hartford HealthCare Medical Group is a multi-specialty surgical group practice in Connecticut with over 45 physicians practicing in eight specialties.



THE MUNICIPAL ORGANIZATION

The Town Council shall appoint the Town Manager and the following Boards and Commissions: Planning and Zoning Commission; Zoning Board of Appeals; Board of Assessment Appeals; and Library Board of Trustees. The Town Manager shall appoint a Town Clerk and all staff in the following Administrative Departments: Finance; Public Works; Public Safety; Social Services; and Libraries. The composition and powers and duties of the Boards and Commissions, as well as the powers and duties of the aforementioned Administrative Departments, can be found in the Town of Enfield Charter: <http://www.enfield-ct.gov/DocumentCenter/View/6224>

The Town of Enfield also includes the following Departments within the organizational structure: Development Services; Enfield TV (E-TV); Human Resources and Information Technology.

THE OFFICE OF THE TOWN MANAGER

The mission of the Town Manager's Office is to serve the public by continuously working to create, develop and maintain the organizational capacity, competence and environment to effectively deliver services demanded by the taxpayers through the elected officials with optimum efficiency. The office serves as liaison between the

administrative staff and the Town Council for all operations, recommends development of policies by the Town Council and is responsible for implementing those policies and related programs.

The Town Manager shall be directly responsible to the Town Council for the administration of all departments, agencies and offices in charge of persons or board appointments by the Town Manager and shall supervise and direct same. The Town Manager shall see that all laws and ordinances governing the Town are faithfully executed; shall make periodic reports to the Town Council; shall attend its meetings with the full right of participation in discussion but without a right to vote; shall prepare the Town Budget and Annual Town Report and keep the Town Council fully advised of the financial condition of the Town.

The Town Manager need not be a resident upon appointment but shall become and remain a resident of Enfield during the length of the appointment to the position.



OPPORTUNITIES FOR THE TOWN MANAGER

The Enfield Square Mall is a large complex that is available for redevelopment. It is in an ideal location, with easy access to the highway.

Transit improvements are in the pipeline for Enfield, which will make the area more accessible for residents and guests. The improvements would provide access to the corridor linking Springfield, MA; Hartford; New Haven and New York City.

Enfield is located along the Connecticut River, which is another outstanding location for economic development. The Thompsonville area of the community is historic and

is an area recommended for improvement. It is adjacent to the Connecticut River and is the largest planned development in the area with approximately 70% of its residents residing in rental units.

Many large corporations are located in Enfield, such as Mass Mutual, Lego and Brooks Brothers. The Town enjoys a positive working relationship with its corporate partners.

Enfield is proud of its CALEA certification for its Police Department. It has held the certification since 1996 and was one of the first departments certified in the State of Connecticut. Today, only 19 out of 100 departments in the State of Connecticut hold this certification.

The residents of Enfield speak 37 different languages. The community is multi-cultural and reflects this diversity in community programs and amenities, such as a multitude of ethnic restaurants.

With very few large parcels for future development, the community is looking at the potential to reuse existing facilities and infrastructure. Foreclosed properties also offer the opportunity for reuse and future development.



CHALLENGES FOR THE TOWN MANAGER

While the Thompsonville area is historic and has the potential for improvements, it also has had its share of troubles. Currently, it is transient in nature, with 70% of its residents residing in rental units. Further, 60% of the public safety calls in Enfield are directed to the Thompsonville area of the community.

A major corporation, Mass Mutual, announced it will be closing its location in Enfield, phasing out employees over the next three years, and closing entirely by 2021. This will result in the loss of 1500 jobs for those residing in and around Enfield as well as a decline in related spending by former employees within the Enfield community.

The Town of Enfield has begun exploring a “Facilities Consolidation Plan” that will impact 34 buildings and 1.43 million square feet. This plan is intended to review and evaluate the Town’s 1.4 million square feet of facility space to find effective and efficient consolidations and return unnecessary square footage to the active tax roll.

Education, Skills and Abilities for the Town Manager

The successful candidate 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 or a related field is highly desirable.

In addition, the Town will give preference to candidates who demonstrate the following skills and abilities:

The ability to develop a strong working relationship with the Town Council, understanding that the members desire to be informed and have access to the Town Manager. Candidates should be flexible and fully transparent with the Town Council.

Experience working in an urban environment, preferably with a diverse population. Candidates should have a proven record of community engagement and working effectively with community leaders, the business community and residents to move projects forward and achieve goals set through the Town’s budget and other planning documents.

Enfield, Connecticut

Candidates should possess demonstrated leadership qualities and the ability to establish strong working relationships with staff at all levels of the organization. A leader who is accessible and able to motivate staff and who truly understands and takes interest in the work that is being performed is desired.

Candidates should have a strong public sector financial background, understanding municipal revenue sources and their impact on municipal budgets and taxpayers. Experience with long-range capital improvement planning and financing, and state and federal programs to assist in infrastructure improvements, is very important in light of all of the anticipated construction projects planned in Enfield. Candidates should have successful personnel management and labor relations (Public Safety and Public Works unions) experience including contract negotiations, grievance administration, and promotion and discipline in a unionized environment, with a record for fairness in dealing with all employees.

Candidates should have strong written and oral communication skills and should have the ability to tailor communications and presentations to connect, develop and maintain a positive working relationship with a diverse and multilingual audience.

Candidates should embrace technology and demonstrate a proficiency in this regard.

Characterizes and Traits for the Town Manager

Candidates should have a reputation for personal and professional integrity, trustworthiness, and for leading an organization by example and conducting all personal and professional interactions honestly, fairly, and ethically.

Candidates should be politically savvy, not political and must have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and counsel to the Mayor, Town Council and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.

Candidates should be able to create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the Department Heads to follow with clear expectations and allowing Department Heads to manage and produce results.

Candidates should be able to establish and maintain an effective working relationship with State and County agencies and other governmental units, using well-developed leadership and interpersonal skills, follow through, and a willingness to genuinely work together.

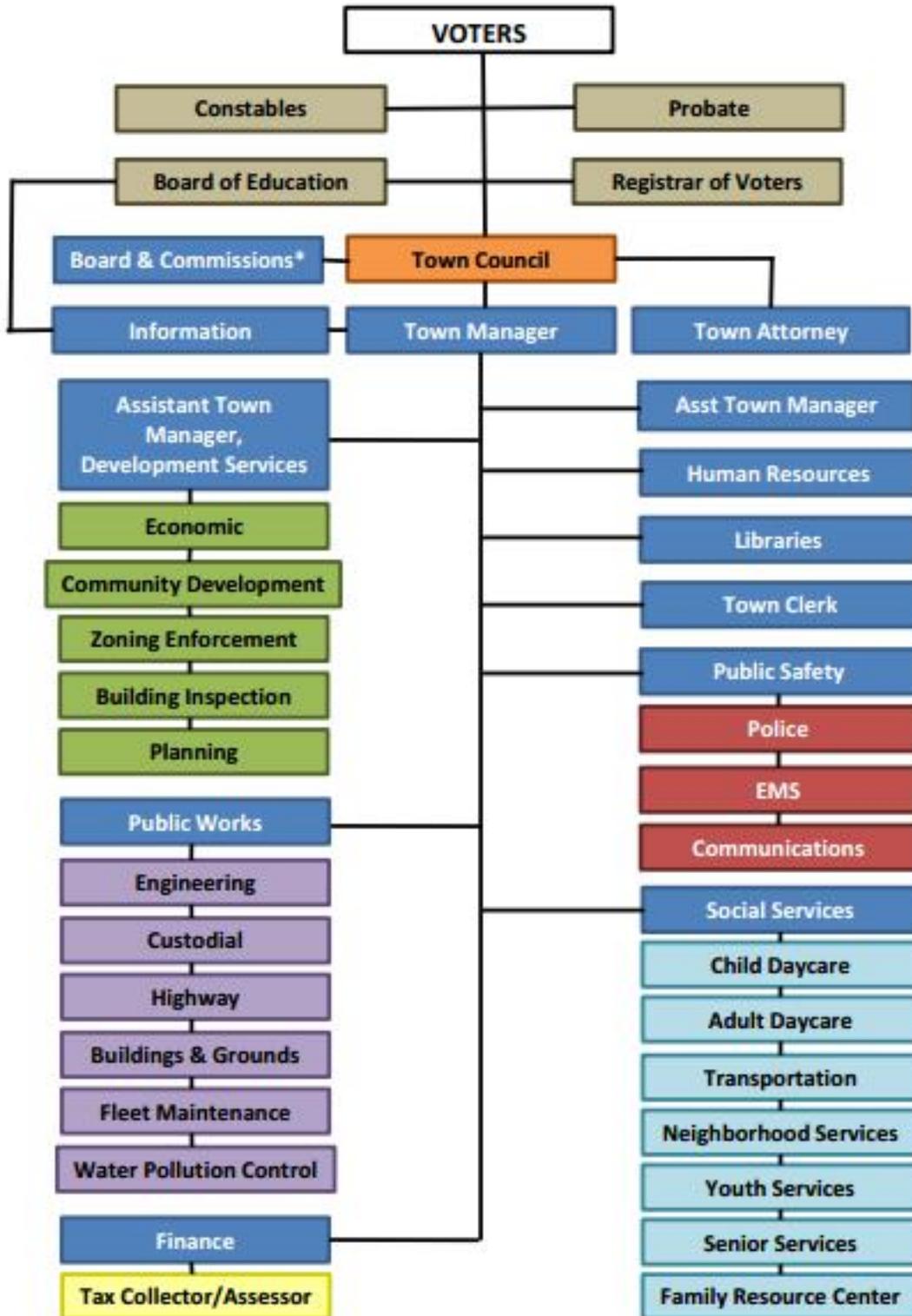
Candidates should be able to think strategically and articulate a vision for the organization and to work with a diverse group of stakeholders. Candidates should be willing to listen to new ideas; be innovative and creative when addressing those ideas and other issues.

Candidates should remain abreast of issues that may impact the community and develop responses for consideration by the appropriate parties/entities.

Salary and Residency

The salary for the position is up to \$160,000 depending upon qualifications. An excellent benefits package is available, and residency is required as soon as possible after appointment but not later than six months, unless approved by the Town Council.





* The majority of appointments are by the Town Council, however some commission members are appointed by the Town Manager.