

NECCOG Shared Town Administrator | Job Profile

Canterbury, Chaplin, and Pomfret Connecticut



EDWARD J. COLLINS CENTER FOR PUBLIC MANAGEMENT
McCORMACK GRADUATE SCHOOL OF POLICY STUDIES
UNIVERSITY OF MASSACHUSETTS BOSTON



1. Memorial Day Parade in Pomfret, courtesy Town of Pomfret online 2. Butts Bridge courtesy user Recline on Wikimedia Commons 3. Airline Trail courtesy user JJBers on Flickr

Overview

Introduction. The Northeastern Connecticut Council of Governments (NECCOG) has retained the services of the Edward J. Collins Jr. Center for Public Management at the University of Massachusetts Boston to assist in an exciting new initiative.

For the first time in the State of Connecticut’s history, three towns - Canterbury, Chaplin, and Pomfret – are collaborating to create and hire a Shared Town Administrator. This Profile draws on discussions with NECCOG, First Selectman, and information received from each of the Towns.

Background. The Northeastern Connecticut Council of Governments (NECCOG), is one of nine statutorily created regional councils of governments in Connecticut with sixteen member towns: Ashford, Brooklyn, Canterbury, Chaplin, Eastford, Hampton, Killingly, Plainfield, Pomfret, Putnam, Scotland, Sterling, Thompson, Union, Voluntown and Woodstock. Each municipality is represented by their respective chief-elected official. NECCOG is focused on achieving results for member towns through regionalism — offering a range of voluntary — member initiated programs and services — depending on the collective and/or individual needs of our member towns. NECCOG’s regional approach to problem solving enables our member towns to achieve efficiencies and economies of scale that individually would be difficult to realize.

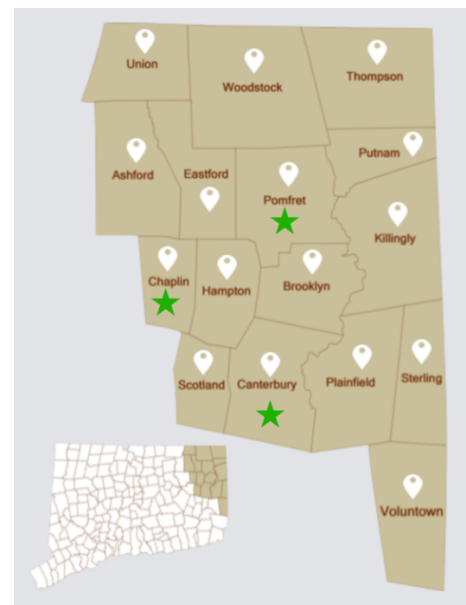
A new program to be offered by NECCOG is to provide shared professional town administration on a regional basis, through NECCOG, for the towns of Canterbury, Chaplin and Pomfret. This will be the first time in Connecticut’s history that such a service will be offered.

The need for the service is due to the growing complexity of town administration, which is especially true with smaller towns which typically do not have extensive staffing capacity and depend almost exclusively on the chief-elected official to provide the day-to-day administration, handle HR issues, solicit and manage grants, make public works decisions and more. Additionally, the routine turnover of the chief-elected

position with each election cycle impedes continuity in the administration of town functions, long-term projects, grant applications and other necessary activities. The First Selectman in each Town will continue to serve as their town’s Chief Executive Officer, manage daily operations, and be the face of the organization. The Shared Town Administrator will provide operational continuity and professional administrative support and technical advice in key areas such as finance, budgeting, human resources capital planning, and policy implementation.

Community Profiles

NECCOG’s 16-member town service area, situated in the rural Northeast corner of the state borders Rhode Island to the east and Massachusetts to the north. Although the area is rural, offering access to beautiful natural resources and a more serene environment, it is within 45 minutes of the resources and services for a region serving over 500,000 people, including in Hartford, CT, Springfield, MA Massachusetts, and Providence, RI.



Canterbury. Home to 5,067 people and 2,308 households within 40 square miles of land. Canterbury’s median age is 48, and median household income \$96,121 with a 5% poverty rate. The Town’s budget is approximately \$15,000,000, with relatively low debt service at under 4% of annual expenses.

Chaplin. Home to 2,229 people and 918 households within 19 square miles of land. Chaplin's median age is 44, and median household income is \$83,750, with an 8% poverty rate. The Town's budget is approximately \$9,500,000 and the Town has virtually no debt.

Pomfret. Home to 4,289 people and 1,692 households within 40 square miles of land. Pomfret's median age is 45 and median household income is \$98,750 with a 6% poverty rate. The Town's budget is approximately \$14,000,000 with relatively low debt service at 3% of annual expenses.

Additional Community Information. Further detailed demographic, economic, population and community summaries compiled by CTData Collaborative and AdvanceCT may be found through the following link: profiles.ctdata.org.



Position Details

Governance and Management. As an employee of NECCOG, the Shared Town Administrator will work under the supervision of the Executive Director and will receive significant direction from each of the three town's First Selectman who will serve as their supervisor for the work being conducted in each of the Towns. The Shared Town Administrator may serve as the Board of Selectmen's liaison to stakeholders as requested, including local, state, and federal agencies.

Although the Shared Town Administrator is complex, it is a dynamic opportunity to provide effective and efficient professional administrative services for Towns that desire to build and improve upon the services provided.

Major Program Areas. The primary focus areas for the Shared Town Administrator include:

- ❖ Providing general administrative support to the towns through each town's First Selectman.
- ❖ Providing support and technical advice on finance, budgeting, human resources capital planning.
- ❖ Researching and assisting with grant applications and administration
- ❖ Ensuring long term operational continuity through the recommendation, creation and documentation policies or procedures

Primary Essential Functions. Under the direction of the of each town's First Selectman, the position will

- ❖ Serve under the direction of each First Selectman, who will each continue to serve as their as town's CEO, as the administrative manager for each of the participating towns;
- ❖ Assist with the development of short and long-range plans; gather, interpret and prepare data for studies, reports and recommendations;
- ❖ Advise on the development and implementation of town policies and programs;
- ❖ Conduct analysis of programs, initiatives, and services and make recommendations to meet emerging needs based on each town's priorities;
- ❖ Manage each town's budget process and participate in the development and implementation of financial goals , objectives and policies;
- ❖ Research potential new sources of revenue;
- ❖ Assist with the preparation for Town Meeting as in cooperation with other officials;
- ❖ Participate in strategic planning and helps create plans and recommendations related to economic and community development;
- ❖ Coordinate/advise on key HR functions including recruitment, selection, and onboarding of staff; federal and state compliance; policy development and administration; classification and compensation plans, personnel file maintenance; workforce development; labor and employee relations; and collective bargaining.

Candidate Profile

The successful candidate will be an organized, passionate, self-motivated professional who enjoys building buy-in from diverse stakeholders around new shared management and administrative challenges which will help support each town's goal to improve the quality of life in their communities.

The ideal candidate will have a mix of knowledge, skills, and abilities that will allow them to provide support and professional and technical guidance to ensure the Towns are able to continue providing necessary services and achieve the goals and priority objectives. These include:

- ❖ Proficiency in computer and cloud-based applications and services, including how to effectively use spreadsheets, databases, word processing, Internet research, and appropriate software applications;
- ❖ Excellent oral and written communication skills in order to assist in communicating complex information to wider audiences, particularly municipal budgeting
- ❖ Excellent administrative and organizational skills that can help manage three distinct towns, calendars, relationships, and tasks;
- ❖ Collaborating to bring people together around complex goals, develop consensus among community groups and individuals that may not share common priorities and facilitate and overall collaborative relationship and atmosphere.
- ❖ Evaluating the role of Shared Town Administrator as the role begins and moves forward as well as documenting its success and challenges, and to make adjustments and recommendations, as necessary.

Work Environment and Hours. The position will allow flexing of schedule as appropriate and needed to accommodate work outside of the standard schedule of Monday – Friday 8:30AM-4:30PM, especially during times such as peak budget season. The full time position is 35 hours per week in-person based out of the NECCOG

offices in Dayville with regular time spent in each participating town.

Education & Experience. Bachelor's Degree political science, public administration, business administration or finance and three to five years of municipal experience is expected. A Master's degree in Public Administration, or a similar field is preferred. Any equivalent combination of education, certification, training, competencies and experience will be considered.

Salary & Benefits. The salary for this position, depending on qualifications and experience is \$110,000 to \$155,000. NECCOG provides a competitive and comprehensive benefit package, including health, dental, and vision, as well as paid holidays and a variety of leave.

Diversity & Inclusion. NECCOG values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of underrepresented ethnic groups, foreign-born residents, and veterans to apply. NECCOG is an equal opportunity employer. Recruitment, hiring, promotions and other terms, conditions and privileges of employment shall be maintained in a manner which does not discriminate on the basis of age, race, creed, religion, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local laws. The Northeastern Connecticut Council of Governments is an Equal Opportunity Employer.

Next steps and timeline

Application review will begin on **January 3, 2025**. The position will remain open until filled. Please submit a cover letter and resume in pdf form through the email link below. Your last name and NECCOG must appear in the subject line to CollinsCenterRecruit@umb.edu.

APPLY NOW