

# Town of Bloomfield

## INVITES CANDIDATES TO APPLY FOR: ASSISTANT TO THE TOWN MANAGER

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### Why Bloomfield offers a positive opportunity for the new Assistant to the Town Manager

- Stable community related to finances, staff and elected officials
- Offers a integrated and diverse community
- Good economic development programs with large cooperation's, premier continuing care communities
- Town investing \$100 million in school facility improvement program
- Town owns award winning Wintonbury Hills Golf Course
- Strong support from the Town Manager and Town Council
- Opportunity to make a difference in the Community and promote new programs

### COMMUNITY PROFILE AND HISTORY

#### **History of Bloomfield**

Formally incorporated in 1835, the Town of Bloomfield is rooted in a 1640 settlement known as Messenger Farms, located at the eastern end of what is now Park Avenue. Originally part of Windsor, the settlement slowly grew to more than 900 people by 1835. The formal incorporation of Bloomfield was spurred by the founding of a new parish called Wintonbury in 1736. "Wintonbury" is a composite of the names of the three founding towns of Windsor, Farmington, and Simsbury.

Traditionally an agricultural community, Bloomfield began to diversify its economic base after it was incorporated. Tobacco was added to the list of agricultural products, and numerous cider mills and a brandy distillery were built. The Prosser Inn on Simsbury Road housed the headquarters of the Hartford to Westfield stage line, and the Hartford to Tariffville stage line passed through the Town Center. Within thirty years of its incorporation, Bloomfield's new rail service included eight trains that traveled daily to and from Hartford, and was serviced by four stations in Town. In 1891, the Hartford Electric Light Company brought Bloomfield into a bright twentieth century. By 1920, the Town's population had grown to more than 2,000.

#### **Bloomfield Expands in the 1950s**

Until the advent of the automobile, growth in Bloomfield was restricted to those areas near rail, trolley, or bus lines. In the 1950s, the suburban exodus from Hartford began, adding to Bloomfield's population growth. It was accelerated by the construction of interstate highway Route 91,

which gave Bloomfield easy highway access via Windsor to downtown Hartford. Between 1950 and 1970, Hartford's population declined, while the populations of six suburbs contiguous to Hartford rose. Bloomfield's 220% growth rate topped all the other suburban towns by a wide margin. The expanding population spurred housing development and a fast-growing local economy brought industrial growth to the Town.

This expansion continued through the 1970s, when Bloomfield's population neared 20,000. In 1973, the Town of Bloomfield was named an All-American City, an award that recognized Bloomfield's success as an ethnically and culturally diverse community.

Bloomfield has become an important focus of commercial development in the Boston-New York corridor, providing business, goods, and services to north central Connecticut and beyond. Yet, Bloomfield maintains the rural beauty and charm of a New England town.

#### **A Few Facts about Bloomfield,**

The Town of Bloomfield encompasses 26.4 square miles, with an estimated population of 20,000. Bloomfield is located in north central Connecticut, just 10 minutes west of the state capitol of Hartford. Bloomfield is approximately 10 minutes from Bradley International Air-

port and has easy access to Interstate Routes 84 and 91. Bloomfield; it's a perfect combination of suburban, modern, and historic housing and services.

- Bloomfield is strategically located half-way between Boston and New York City
- It is a destination and a stopping-place for vacationers touring New England,
- The commercial development is dynamic and expanding responsibly
- Bloomfield is home of world-class institutions such as CIGNA and MetLife Insurance Companies
- A former agricultural community, it still has large tracts of natural and undeveloped land that attract hikers, cross-country skiers, and nature enthusiasts
- The housing prices are reasonable, and housing construction is steady

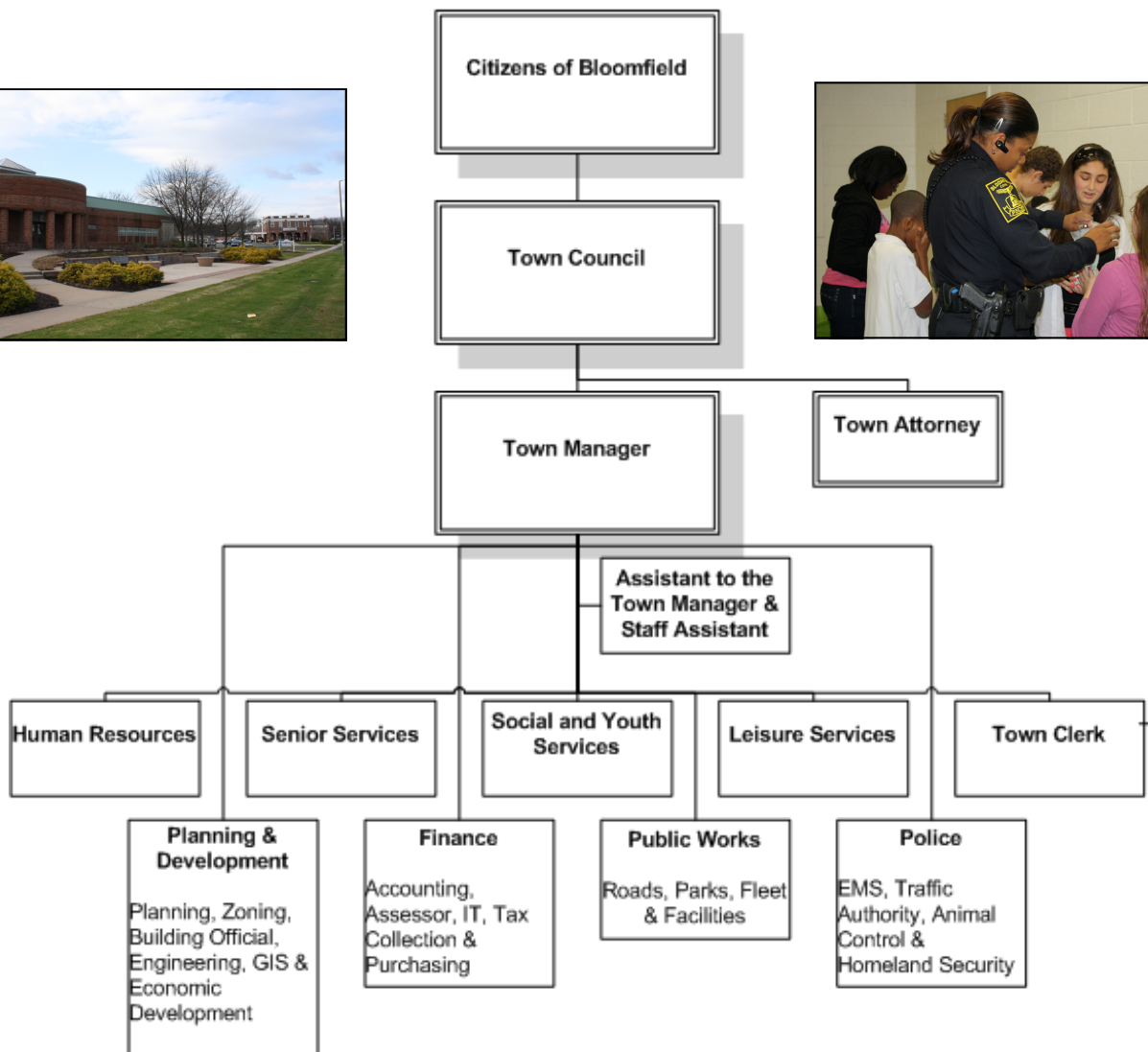


## Form of Government

Bloomfield follows a Town Manager-Town Council form of government. The Town Manager acts as the Town’s “chief administrative officer,” implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department heads including the Chief of Police. The Council is the Town’s elected legislative body, with the responsibility of setting Town policies.

## Bloomfield Organizational Chart

### Town of Bloomfield, CT



## **Assistant to the Town Manager—Job Description**

The purposes of this position are to provide administrative and professional services to support the Town Manager. The Assistant to Town Manager is required to exercise good judgment in administering the office to relieve the Town Manager of administrative details by coordinating matters requiring the attention of the Office; by assuring that matters are processed in a timely manner; by handling numerous special projects; by representing the Town for the Town Manager at various meetings; by initiating communications with the involved parties and staff to facilitate pending matter resolution.

- Manages office for Town Manager and supervises clerical staff
  - Prepare agenda and materials for Council and Council sub-committee meetings
  - Responsible for follow up based on agenda items discussed and approved at Council Meeting and Council sub-committee meetings.
  - Handles calls and correspondence referring to appropriate staff member or department, responds to inquiries and requests; serves as central distributor of information about municipal operations, policies and procedures; assist with resolving problems when possible or finding appropriate department to handle situation.
  - Compiles, prepares and oversee the production of newsletters, press releases, brochures and the Town Annual Report.
  - Assists the Town Manager and Finance Director with budget review and research; prepares materials for budget hearings; attends budget meetings with department heads and Town Manager; provides input.
  - Preparation and administration of grant applications and related material, obtains all appropriate approvals for grants.
  - Handle special projects such as: sit on task forces for special projects; conduct research and compile data on issues of concern; manage and implement projects; assist with affordable housing issues, economic development efforts, etc
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## **Characteristics of the Ideal Candidate**

- A manager who supports department heads, who is a partner with the Town Manager and provides a customer friendly service to employees and citizens
  - A person with professional integrity and sets the tone for the office through respect and confidentiality and friendly open door policy
  - Ability to work with a culturally diverse community and staff
  - Excellent written and verbal communication skills
  - Ability to be flexible as issues arise, to multitask, to manage the details, and focus on the important issues during many interruptions
  - Comfortable with the public and ability to work with various departments and community groups
  - A self starter, approachable, collaborative and serve as a sounding board
  - Ability to coordinate department heads, staff and outside groups when managing projects
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### **Qualifications:**

Qualifications required would generally be acquired with a Bachelor's Degree in public administration or related field; more than 5 years of municipal experience, customer service and computer experience required; or a Masters Degree in Public Administration with 2-4 years of experience; or any equivalent combination of education, training and work experience



## Challenges and Opportunities

- Will be replacing a long time employee who is retiring; training from past employee is anticipated
- Need to establish trust with staff, council, and community
- Opportunity to be on the ground floor of new affordable housing issues
- Challenge of finding, researching, writing and administering grants to fund existing programs to replace lost funding and new grants for new programs
- Opportunity to be part to the Towns Economic Development Team by assisting the Town Manager and Director of Planning and Community Development
- Potential issues that the Town Manager's office will be dealing with in the future include a challenging budget process, potential new library, and management of the Town Facilities
- Opportunity to be mentored by the Town Manager.
- Ability read between the lines
- Management of multiple priorities & details
- Challenge of preparing agenda packets which meet the Town Council's needs
- Ability to partner with, and support the Town Manager



## Compensation and Application Process

The starting salary for this position is negotiable depending on qualifications & experience - (Salary Range-\$ 63,000-\$ 90,000) with an excellent benefits package which includes:

- ICMA Retirement Corporation – Plan Options
- Professional Membership
- Health Benefits and other employee benefits

For more information see the Town web site: [www.bloomfieldct.org](http://www.bloomfieldct.org)

Bloomfield is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for this Position of Assistant to the Town Manager in the Town of Bloomfield please mail or email your resume and cover letter immediately (deadline is April 16, 2010) to:

**Ms. Randi Frank**  
**Randi Frank Consulting, LLC**  
**7 Promontory Drive**  
**Wallingford, CT 06492**  
[rfrank05@snet.net](mailto:rfrank05@snet.net)  
[www.randifrank.com](http://www.randifrank.com)  
**Phone 203-284-3707**

