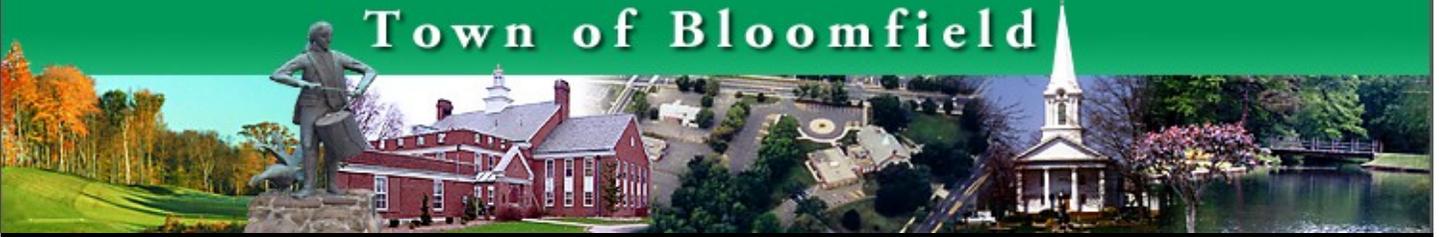


# Town of Bloomfield



## INVITES CANDIDATES TO APPLY FOR: TOWN MANAGER

### WHAT'S INSIDE

- Community Profile
- Organizational Chart
- Government
- Qualifications
- Challenges
- Opportunities
- Application Process

### Why Bloomfield offers a positive opportunity for the Town Manager

- Financially stable community - AA2 bond rating
- Town invested \$95 million into extensive school facility improvement program
- Town Council/Town Manager form of Government since 1950's. Last Town Manager served 20 years
- Diverse Businesses with large corporations, premier continuing care communities & small business
- Offers an integrated and diverse community
- Town-owned award winning Wintonbury Hills Golf Course
- Opportunity to take the community forward with economic development

### COMMUNITY PROFILE AND HISTORY

#### **History of Bloomfield**

Formally incorporated in 1835 with more than 900 people, 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. As the settlement grew, in 1734 residents successfully petitioned for "winter privileges" to avoid the long trek to the Windsor church during the winter months. Two years later, the original WINDSOR petitioners were joined by 8 from FarmingTON and 12 residents from SimsBURY in a successful petition for full parish privileges and thus WINTONBURY parish was established.

As a traditionally 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 was named an All-American City, with a population nearing 20,000. The national award was recognition of Bloomfield's successful development 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.

- Population of 20,486
- Located in north central Connecticut, just 10 minutes west of the state capitol of Hartford.
- Approximately 10 minutes from Bradley International Airport and has easy access to Interstates and railroad.
- A perfect combination of suburban, urban and rural community. Also includes all types of housing (modern & historic)
- Is strategically located halfway between Boston & NYC
- Home to such businesses as Kaman, Cigna, & MetLife
- 32% of property is designated as open space, 13% Business, and 18% vacant.
- 65% of population is minority
- 38% of population is over 55 years of age
- Dedicated Volunteer Fire & Ambulance (two separate fire districts)
- There are 9019 housing units with only 5% vacant units and 824 housing units were added since 2000
- Median household income is \$68,754 and Mean household income is \$96,868 as of 2011

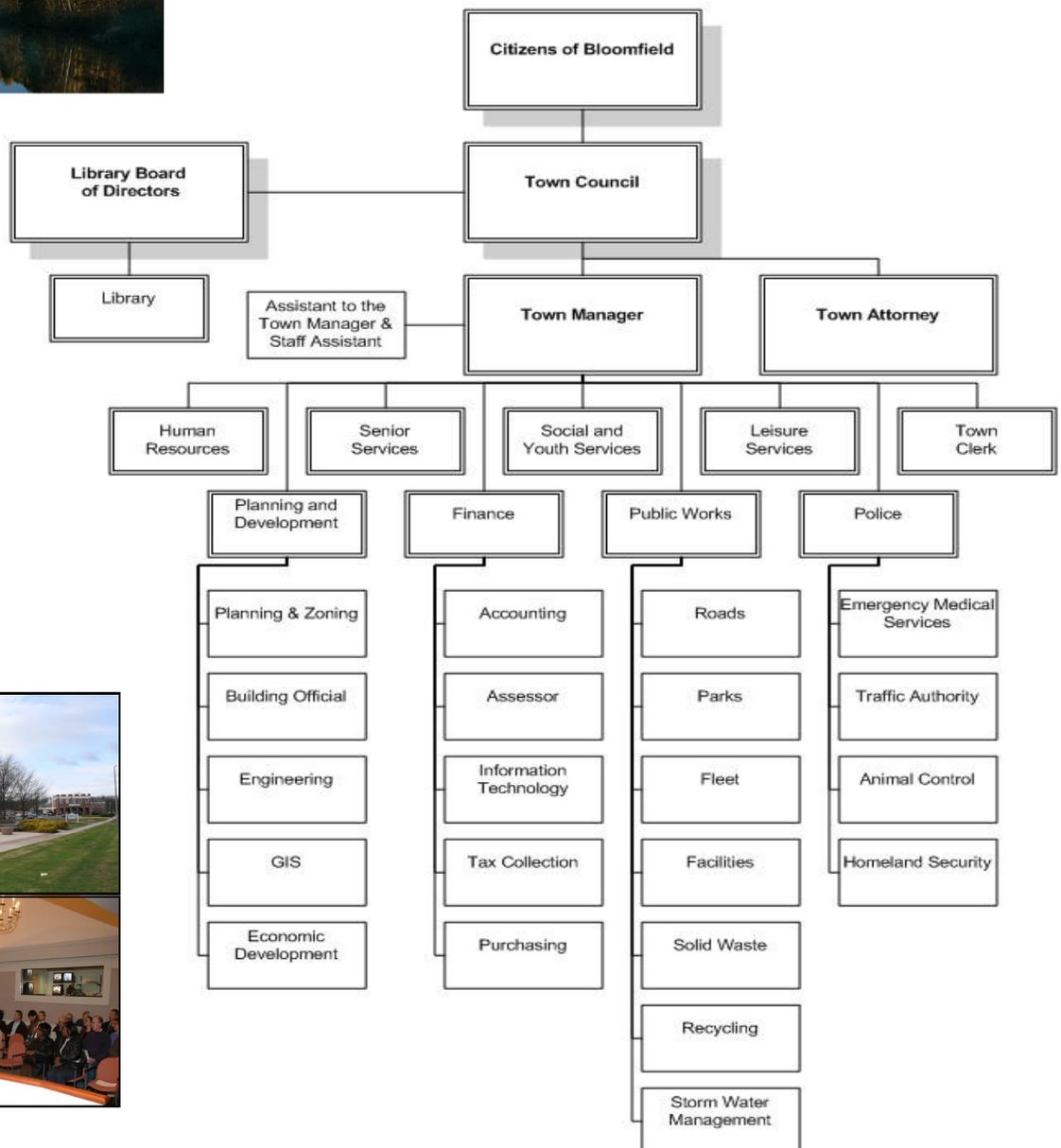


# Form of Government

Bloomfield follows a Town Manager-Town Council form of government under a Town Charter. The Town Manager acts as the Town’s “chief executive officer,” implementing the policies set by the Council and overseeing day-to-day operations. The Town Manager appoints all department heads and employees, manages budgeting & purchasing process and oversees all labor relations. The Council is the Town’s elected legislative body with the responsibility of setting Town policies. The 9 member council is elected at large on partisan basis every 2 years.



## Town of Bloomfield, CT Organization Chart



## **The Position of Town Manager**

The purposes of this position are to plan, administer, organize, develop and supervise all Town Departments as identified in the Town Charter. The Town Manager is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control. Bloomfield is one of 169 Towns & Cities in Connecticut that provides the full array of municipal services to the community as shown on the organizational chart. Fire and emergency medical services are provided by two separate Fire Districts (mostly volunteer– some paid firefighters & fire dispatchers) and a volunteer ambulance service (supervised by a Police Department). Connecticut does not have any county government. The State handles governmental functions not managed by the Town.

## **Challenges and Opportunities**

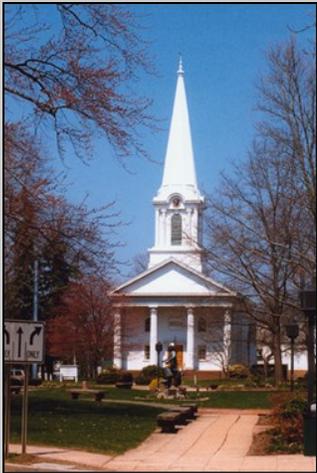
- Market and promote the Town and increase its economic development efforts through working closely with Chamber of Commerce, local businesses and Town staff.
- Implementation of the Town Center Development program as described in the Plan of Development. See website for more details.
- Development of a comprehensive capital improvement plan to address the Town's aging facilities and infrastructure – need for a comprehensive capital needs assessment and a strategic action plan.
- Explore regional opportunities through working with the Capital Region Council of Governments and other agencies such as the MDC-Regional Water & Sewer Agency & CRRA-Regional Solid Waste & Recycling facilities.
- Develop a long-term strategic fiscal plan that balances projects such as updating IT, construction of a new library, other critical capital projects and the Town's existing \$95 million school improvement project debt with the need to manage tax increases to encourage business development.
- Be visible to citizens and promote Town programs by working with the Town Council and volunteer Boards and Commissions.
- Continuing the various energy savings programs for citizens and Town facilities.
- Manage the large numbers of upcoming retirements in the Police Department.
- Secure additional grants to maintain and build upon programs that are losing State and Federal funding.
- Take a fresh look at all services to determine efficiencies and best practices.
- Able to work with a highly professional management team with years of service in their related field of expertise.
- Union contracts all renew in 2016 with the need to negotiate greater management flexibility and best practices in employee benefits.
- Public schools have made strides in improving test scores.
- Bloomfield magnet schools have received awards which has brought more students into the system.



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### **Qualifications:**

Requirements include an undergraduate degree in public administration, business administration or a closely related field combined with at least eight years of increasingly responsible experience in municipal management. Labor relations experience is required. A Master's Degree in Public or Business Administration and ICMA Credentialed Manager status are both preferred. Preference will also be given to experienced town managers, assistant town managers and department heads from jurisdictions of comparable size and complexity.



## **Characteristics of the Ideal Candidate**

- Strong communication skills—keeping Council and citizens informed about status of projects—promoting the community assets
- Visible leader in the Town and community—engaged in the community
- Collaborative, approachable, supportive & a cooperative leader and manager
- A manager who is accessible and supportive of staff including their professional development
- Strong moral compass with professional and personal integrity
- A good manager of resources and staff—able to effectively analyze operations for efficiencies
- Able to maintain and enhance the fiscal integrity of the Town
- Proven hands-on and demonstrated successful experience with Economic Development
- Strong senior level presence—able to work with other CEO's and organizations in the region
- Willing to engage with the citizens and be responsive to their concerns
- Project management skills including strategic planning, implementation and providing regular status reports
- Technology savvy
- Process improvement skills
- Emergency management skills to deal with natural or man-made disasters
- Strong labor relations skills (union negotiations and handling grievances)



## **Compensation and Application Process**

The starting salary for this position is negotiable depending on qualifications & experience - with an excellent benefits package which includes:

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

Position requires permanent residency in Town of Bloomfield if selected.

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

Bloomfield is an EOE/AA/Equal Access Employer—Diverse Candidates are encouraged to apply

If you meet these qualifications, to be considered for this position of Town Manager in the Town of Bloomfield, please email your resume and cover letter immediately to Ms. Randi Frank (See contact information below. Deadline is June 12, 2013) :



**Ms. Randi Frank**  
**Slavin Management Consultants**  
**3040 Holcomb Bridge Road Suite A-1**  
**Norcross, Georgia 30071-1357**

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Phone 770-449-4656

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**Ms. Frank is located in CT and can be reached at:**

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[www.randifrank.com](http://www.randifrank.com)

Phone 203-284-3707

