

**CITY OF STAMFORD, CT  
INVITES CANDIDATES TO APPLY FOR  
DIRECTOR OF ADMINISTRATION POSITION**



**Stamford, Connecticut** is a vibrant cornerstone of the East Coast and an ideal destination where your business and employees can thrive. Nestled less than an hour away from New York City, Stamford offers an exciting mix of urban sophistication and suburban charm. Home to several Fortune 500 companies and a flourishing entrepreneurial ecosystem, Stamford provides businesses large and small with unparalleled opportunities for growth and success.

With its highly educated and diverse workforce, the talent pool sets businesses apart, and Stamford has been able to attract a growing workforce. Stamford offers a thriving, inclusive community, where there are over 75 languages spoken, and there are over 200 restaurants representing cuisines from all over the world, and exciting events that attract residents and visitors. With its scenic parks, trails, and serene shores along Long Island Sound, it's the perfect spot to experience all types of outdoor recreation.

## **Demographics and Highlights of the City of Stamford**

- ◆ Population — 135,806 (second largest City in CT)
- ◆ Land Area—38 miles
- ◆ Median Household Income — \$107,474
- ◆ Number of Households—54,165
- ◆ Median age 2016 — 38
- ◆ Bond Rating—AAA
- ◆ Population with a college degree BA or Masters — 52%
- ◆ About 1,700 City employees & 3,000 Board of Ed employees
- ◆ Racial Diversity —
  - ◆ White 43%;
  - ◆ Hispanic 28%;
  - ◆ African American 19%;
  - ◆ Asian 7%;
  - ◆ Other 3%
- ◆ Higher Education — Stamford has three university branches including: University of Connecticut—Stamford Campus; Sacred Heart University Graduate Center – Stamford Campus; Bridgeport University – Stamford Campus.
- ◆ Parks & Recreation — Stamford has a vast array of public recreation opportunities including parks, beaches, golf courses, sports field complexes, and more.
- ◆ Stamford Museum & Nature Center -- located in the woods of Northern Stamford, is filled with art, a scenic 10 acre farm, and offers seasonal family exhibits, weekend festivals, and year-round educational programs.
- ◆ Healthcare Facilities — Stamford Hospital is a major teaching affiliate of Columbia University Vagelos College of Physicians & Surgeons and offers treatment and expertise from Columbia University Irving Medical Center's nationally recognized heart and neurosurgeons. Stamford Health and Hospital for Special Surgery (HSS) have created a premier center for specialty Orthopedic care right in Stamford, Connecticut. Stamford Health's Carl & Dorothy Bennett Cancer Center for a robust collaboration with Dana-Farber Brigham Cancer Center
- ◆ The Stamford Downtown Special Services District (Stamford Downtown) - attracts over 350,000 people Downtown annually through its 18 signature events. In addition to activating the public realm, a central component of Stamford Downtown's mission is to maintain and enhance the Downtown physical environment through open space beautification.
- ◆ Transportation—With New York City is less than 45 minutes away via train and three train stations in Stamford. The main station, the Stamford Transportation Center, provides access to the Metro-North Railroad, Amtrak and Peter Pan, Greyhound, and CT Transit buses. It is also within walking distance to the Stamford Government Center.
- ◆ Airports — Three airports are within 50 miles of Stamford: LaGuardia Airport (30 miles away), John F. Kennedy International, (40 miles away), and Westchester County Airport (12 miles away).



## **Form of Government**

The City of Stamford operates under a mayor-council form of government, with the Mayor serving as the Chief Elected Official. Legislative authority rests with the Board of Representatives, a 40-member body with two members elected from each of the city's 20 districts. Fiscal oversight is provided by an independently elected six-member Board of Finance.

The Mayor's Cabinet includes the Chief of Staff; Director of Administration; the Director of Legal Affairs (HR and Legal), Director of Operations (Public Works, Engineering, Transportation, Parks & Recreation, Facilities, Land Use, Environmental Protection, Sanitation & Recycling); Director of Economic Development; Director of Public Safety, Health & Human Services (Police, Fire, 911 Center, Emergency Management, Citation Enforcement, Health & Human Services); and the Director of IDEAS (Inclusion, Diversity, Equity, Accessibility, and Strategy). All Department / Division Heads report through these cabinet level positions.

The City of Stamford's budget process begins with department heads submitting funding requests to the Mayor. The Mayor then develops and presents a proposed budget to the Board of Finance and the Board of Representatives. Under the City Charter, both Boards may only reduce—not increase—the Mayor's proposed budget. The Board of Finance first reviews the proposal and makes any reductions before forwarding it to the Board of Representatives for further consideration. After the budget is finalized, the Board of Finance sets the City's mill rate. The Director of Administration works closely with both Boards, as well as other municipal boards, throughout this process.



## Divisions Supervised by The Director of Administration

- **Office of Policy and Management (OPM):** Leads the preparation of the operating and capital budgets, manages centralized compensation budgeting, and oversees more than 300 capital projects. The operating budget is submitted to the Mayor and then to the Boards for approval. The Planning Commission reviews capital projects before advancing them to the Mayor and Boards.
- **Controller's Office:** Oversees treasury operations, accounts payable and receivable, payroll, timekeeping, and external audits for the City, Board of Education, and WPCA. Manages approximately 100 bank accounts, as well as pensions, OPEB, and grant funds, supported by a staff of about 20.
- **Purchasing:** Manages all procurement and contracting functions, including supplier registration, compliance reporting, internal audits, and administration of quote, bid, and RFP processes. The Legal Department reviews major bids and contracts.
- **Risk Management:** Oversees workers' compensation and liability claims, supported by a small internal safety team and coordinated with a third-party administrator. Operates under the City's self-insurance framework in partnership with the Legal Department.
- **Grants Administration:** Manages, prepares, and monitors more than 300 active federal and state grants, including CDBG, HOME, school construction, and FEMA reimbursements, with a staff of approximately 30.
- **Assessor's Office:** Responsible for property assessments, exemptions, and revaluations, utilizing QDS and Vision systems, with a focus on cross-training and succession planning.
- **Tax Collector's Office:** Issues and administers personal property, real estate, and motor vehicle tax bills.
- **Revenue Services:** Processes taxes, permits, citations, and fees, with ongoing efforts to centralize cashiering, strengthen training and documentation, and improve customer service.
- **Technology Management Services (IT):** Supports the City's Oracle-based ERP system within a Microsoft-focused, cloud-enabled environment across two data centers. Priorities include cybersecurity, process improvement, documentation, and business analysis, serving all City departments and the Board of Education.
- **Internal Audit:** A single-person function reporting to management and the Audit Committee, focused on identifying efficiencies and strengthening internal controls.



# City of Stamford, CT

## Office of Administration Organizational Chart



### Director of Administration Responsibilities

- ◆ Serves as a key member of the Mayor's Cabinet, providing executive leadership over the City's financial and administrative operations.
- ◆ Ensures transparent, accountable, and compliant management of all financial and administrative functions in accordance with the City Charter, local ordinances, and state and federal law.
- ◆ Develops, maintains, and strengthens the City's financial systems, policies, practices, and internal controls to support effective and accountable operations.
- ◆ Advises the Mayor, Board of Finance, Finance Committee of the Board of Representatives, and other boards on fiscal and administrative matters.
- ◆ Leads the development, execution, and evaluation of the City's operating, capital, and special revenue budgets, advancing long-term fiscal sustainability.
- ◆ Oversees and manages all administrative divisions under the department.
- ◆ Builds strong relationships across departments, boards, unions, and external stakeholders through clear communication and collaboration.
- ◆ Brings deep expertise in municipal finance and administration, a commitment to ethical governance and public accountability, and the ability to advance the Mayor's vision for a responsive, effective, and forward-looking City government.



## Characteristics of the Ideal Candidate:

- ⇒ **Leadership & Judgment:** Ethical, confident leader with sound judgment, strong presentation skills, and the ability to serve as a trusted advisor to the Mayor, Boards, and elected officials. Demonstrates political acumen, diplomacy, and resilience in complex environments.
- ⇒ **Municipal Finance Expertise:** Deep knowledge of municipal finance and administration, including budgeting, debt and bonding, pensions, OPEB, treasury, payroll, grants, and procurement, with strong command of GAAP and GFOA standards.
- ⇒ **Financial Management & Compliance:** Proven ability to lead audits, strengthen internal controls, remediate findings, and deliver accurate, timely financial reporting, with familiarity across relevant state and federal regulations, risk management, and revenue systems.
- ⇒ **Strategic & Operational Leadership:** Solutions-oriented executive who can navigate labor, political, and financial dynamics, manage day-to-day operations while advancing long-term goals, and align departmental functions with citywide priorities.
- ⇒ **Team Leadership & Accountability:** Builds high-performing teams, delegates effectively, implements performance management systems, and fosters a culture of accountability, collaboration, and internal customer service across departments.
- ⇒ **Innovation & Continuous Improvement:** Forward-thinking leader who leverages technology, improves processes and workflows, and drives efficiencies to enhance service delivery and organizational capacity.



## Qualifications

- ◆ Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Finance, Accounting, Economics, or a related field.
- ◆ Minimum of 8 years of progressively responsible experience in financial and administrative management, preferably in a municipal or public sector environment.
- ◆ At least 5 years of senior-level or executive leadership experience overseeing multiple departments or functional areas.

## Preferred Qualifications

- ◆ Master's degree in a related field.
- ◆ Experience working in a mayor-council form of government.
- ◆ Experience overseeing or coordinating functions such as Controller, Treasury, Payroll, Grants, Purchasing, Risk Management, Property Assessment, and Tax and Revenue Collection.
- ◆ Equivalent combinations of relevant or transferable experience may be considered in lieu of stated requirements.

## Challenges & Opportunities

- ◆ **Drive fiscal sustainability:** Implement cost-saving strategies across healthcare, pensions, and operations while strengthening financial controls, audit processes, and long-term fiscal planning.
- ◆ **Modernize financial systems and operations:** Stabilize and optimize ERP systems, advance technology upgrades, and improve data accuracy, reporting, and core functions such as payroll and revenue collection.
- ◆ **Lead major capital and financial initiatives:** Oversee complex projects including school construction, bond issuances, and ongoing infrastructure investments.
- ◆ **Advance strategic alignment and performance management:** Shift to a more proactive, data-driven approach aligned with City priorities, including improved budgeting, KPIs, and earlier involvement in grants, procurement, and risk management.
- ◆ **Strengthen organizational capacity and collaboration:** Enhance internal communication, workforce development, and succession planning while mitigating risks related to staff turnover and knowledge gaps.



## Compensation and Application Process

- ◇ Competitive salary, commensurate with experience (DOQ), with a range of \$167,316–\$200,777, plus a comprehensive benefits package.
- ◇ Benefits include participation in the State Partnership Health Plan (medical, dental, and vision), a defined contribution 457 retirement plan with a 2:1 City match, 14 holidays, and 20 vacation days.
- ◇ This is an at-will position reporting directly to the Mayor.

*The City of Stamford is an AA/EOE employer*

If you are interested in this position and want to be considered for this great opportunity, please email your resume and cover letter to Ms. Frank by April 22, 2026. Position will stay opened till filled. .

More information is available on website: [www.stamfordct.gov](http://www.stamfordct.gov)

**Contact Ms. Frank if you have any questions**

Ms. Randi Frank  
Randi Frank Consulting, LLC  
7700 Hoover Way  
Louisville, KY 40219  
203-213-3722  
[randi@randifrank.com](mailto:randi@randifrank.com)  
[www.randifrank.com](http://www.randifrank.com)

