

THETFORD, VERMONT

TOWN MANAGER

IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT

The *Ideal* Candidate to serve as the next Town Manager will possess the following qualifications and traits:

Bachelor's degree in public administration or related field;

Five or more years of progressive municipal management or closely related experience;

Willingness to engage and become part of the fabric of the community;

Proven record of positive financial management and strategic planning;

Ability to lead, organize, inspire and develop staff;

Willingness to manage Town affairs in an open and transparent manner;

Strong public ethics, integrity and accountability;

Demonstrated skills in working collaboratively and building consensus;

Experience advocating for a community and working with public and private partnerships;

Ability to think "outside the box" and to provide innovative solutions;

Strong written and verbal communication and interpersonal skills;

Experience managing capital projects.

The ideal candidate will be following a respected incumbent in this modest community of about 1,200 households. It will be crucial that the next Town Manager earn the respect of staff, the Board of Selectmen and other community stakeholders. They will have to do that by demonstrating excellent communication and interpersonal skills and by being responsive to those served. The town manager is expected to be a 'hands on' manager, willing to get the job done without a cadre of administrative staff in this small community but also able to delegate tasks as appropriate to other department heads and staff. The town has relatively recently transitioned to a Town Manager management structure from a Board of Selectmen structure and the new town manager should be sensitive to that legacy as they form relationships with long-standing employees and elected personnel, including the small unionized police department. It is important for the new manager to value these employees and maintain and enhance positive working relationships, but the town manager must be strong enough to confront issues while deftly dealing with legacy issues and change.

Certainly, financial management, capital and strategic planning will be important, as well as considering non-traditional approaches and alternative funding opportunities.



As in many communities, the Town manager will be challenged to help guide Thetford toward its vision of the future, while preserving the Town's diverse community history, natural assets, and quality of life. The Town Manager will need to advocate for the community and promote these assets. The "right" economic development is crucial to the community as it strives to maintain the balance between the services delivered and the tax rate. Although not entirely the responsibility of the manager, the manager does play a crucial part in economic development and facilitating consensus among the various stakeholders as the community tries to maintain its quintessential New England charm while working to enhance the non-residential tax base.

As a small community with recreational opportunities for its citizens, it is helpful if the town manager has experience with summer recreation programs and summer camps.

There may be a number of major capital public projects on the horizon which could include expansion/improvements to the public water supply, currently served by 5 private water companies which supply the Villages within the town that include East Thetford, North Thetford, Thetford Hill, Thetford Center, Rice's Mills, Union Village, and Post Mills that could benefit from a town manager with experience in the formation, development or expansion of public water supplies and other public buildings such as the town garage. A recently updated Master Plan could be revisited to scope out community interests in municipal sewage treatment and a variety of housing options that might encourage commercial development and address the general housing shortage. All of these issues will involve coordination and communication with other parties as well as advocating for the Town at regional, state and national levels.

The villages of Thetford have an active and engaged citizenry that serve as volunteers on several active committees. The new Town Manager will be expected to encourage and support this civic engagement at all levels. It is also important to the Town that the manager becomes involved in the community beyond the requirements of the job.

In addition to the technical and professional skills desired by the community, the new Town Manager must value and promote openness, accessibility, and transparency in local government. The Town Manager must be a true professional and ensure that the highest affordable level of customer service is provided to the community.

