

# THE CITY OF CLAREMONT, NH

## CITY MANAGER RECRUITMENT

### *Invitation to Qualified Candidates*

#### **INTRODUCTION**

Claremont, NH (approx. 14,000 pop.), is seeking an innovative, proactive, community leader to serve as its next City Manager. Located in the Lake Sunapee Region and Upper Connecticut River Valley just across the shores of the Connecticut River from Vermont, the Sugar River flows through the middle of this historic community. Claremont, with all the offerings of a much larger city, values and has retained its quintessential New England charm. With Vermont just across the river, Claremont is a short drive from the medical and educational assets of Dartmouth-Hitchcock Medical Center and Dartmouth College. The State capital is less than 60 miles away.

Respecting its heritage of textile and machining, through adaptive re-use, Claremont is transforming its historic downtown into a thriving residential and commercial center. Served by an Amtrak station providing direct service all the way to DC, and in close proximity to interstates 91 and 89, maintaining the momentum of the right mix of economic development will be a priority for the new Manager.

With a Mayor/Council/City Manager form of government, the City Manager oversees an operating budget of nearly \$18 million and 145 full-time employees. Master's degree in public administration or related field preferred, and seven or more years of municipal government experience in progressively responsible management and administrative capacities, or an equivalent combination of education and relevant management experience. Compensation range to \$155,000; Starting salary commensurate with qualifications and experience. Residency is currently required by City Charter. Claremont is an equal opportunity employer.



ADDITIONAL INFORMATION: [www.mrigov.com/career](http://www.mrigov.com/career) or contact Alan Gould, President, Municipal Resources Inc. at 603-279-0352, x320.

Cover letter and resume in confidence as PDF attachment to: [recruitment@mrigov.com](mailto:recruitment@mrigov.com)

DEADLINE: Applications accepted until 8AM on Monday, February 28<sup>th</sup>, 2022

# CITY MANAGER – CLAREMONT, NH

The position of Claremont City Manager provides an opportunity for a seasoned management professional with a demonstrated track record of progressive leadership to live, work in and enjoy all the opportunities of this ‘destination’ community. Candidates will find a highly engaged nine-member City Council and active citizen participation in all aspects of government.

This Profile is intended for use as a resource in the search for Claremont’s next City Manager, both to provide prospective candidates with key information and to provide a framework for discussions between individuals involved in the search process and prospective candidates. Although it is expected that candidates with a sincere interest in the position will do their own research, this document provides valuable information and links for candidates considering their ‘fit’ with the City of Claremont.

## ***IDEAL CANDIDATE PROFILE***

The ***Ideal*** candidate for the position of Claremont City Manager will:

- Have an unblemished history of integrity and a strong public ethic;
- Be passionate about moving the City forward towards its goal of making Claremont a destination for the region and State, and a place of choice in which to live and work;
- Have at minimum a bachelor’s degree (master’s degree preferred) in public administration, business management, or a related field;
- Have 7 or more years of progressive management and demonstrated success in local government management;
- Have significant experience in budgeting and financial management;
- Have strong written, verbal, and public presentation skills;
- Have significant understanding of and demonstrated success with community economic development and community visioning;
- Be creative, collaborative, innovative, and entrepreneurial;
- Have experience with labor contract negotiations & administration;
- Have demonstrated experience working with diverse groups, and skills as a facilitator & consensus builder;
- Have a willingness to become actively engaged with the community;
- Have the ability to attract, develop and retain City employees, creating loyalty and motivating superior performance;
- Be willing to commit to the City for a significant period of time.

# CITY MANAGER – CLAREMONT, NH



## THE POSITION

The next Claremont City Manager will need to be a strong, passionate leader with good communication and people skills who will be able to gain the respect of, and work well with employees, residents, business leaders, and community organizations. It will be critically important

that the City Manager demonstrate the ability to work with diverse groups, acknowledge and respect divergent views, and communicate openly while remaining apolitical. The skill and ability to facilitate honest and respectful dialogue between various factions when dealing with controversial or politically volatile issues is seen as essential. Transparency and openness of government must be a priority.

Working for a governing body comprised of a Mayor, Assistant Mayor, and 7 City Councilors representing diverse constituencies, can be challenging. It will be important for the City Manager to remain objective in his/her dealings with the Council members, to avoid favoritism, and endeavor to keep them equally informed and involved. The City Manager will be relied upon to provide professional and objective advice. Experience working with a Mayor/Council form of government and having the ability to establish and maintain the appropriate role of the City Manager will be critical.

Demonstrated understanding and successful experience with community and economic development is a major attribute of the ideal candidate. The City of Claremont has some enviable community, cultural, and natural assets. These assets include a downtown TIF district (not yet fully occupied), critical access hospital, two colleges, municipal airport, Amtrak stop, boat launch on the Connecticut River, industrial park, community center, vast outdoor resources and Opera House, to name just a few. The City Manager should be an active partner in promoting the place of Claremont and ensuring it is user friendly for residents, businesses and prospective economic interests. Achieving this outcome will require strong, credible leadership and creative thinking, coupled with strong communication and facilitation skills. A challenge for the next City Manager will be to help develop and implement a strategy to continue the redevelopment of the downtown area, retain and attract commercial/industrial expansion, and grow a workforce that will sustain the economic growth desired.



The next City Manager will be challenged to develop innovative ways to meet the housing needs of the City. With very low housing stock available across the spectrum of economic demographics, the Manager should take a creative approach to presenting opportunities for use of City owned property in the downtown area (approximately 28 acres) and land that may be held by others for potential development. This is an exciting opportunity to provide solutions that will keep this community moving forward for generations.

# CITY MANAGER – CLAREMONT, NH



Opened in 2013, the [Claremont Savings Bank Community Center](#) is a jewel of a City asset that can be developed even further. The community center boasts a 25-yard indoor pool, teaching area pool, elevated track, basketball courts, fitness facility, aerobics room, multi-function rooms, conference room, game room, shower and locker rooms, and kitchen.

The ideal candidate for the position will possess a strong background in labor relations and operational oversight.

There is an expectation that the City Manager lead the

management team while holding department heads and management staff to a high level of professionalism and accountability. At the same time there is a need for succession planning, professional development of emerging leaders and recruitment of quality talent to fill vacancies that will be the result of retirements in some key positions.

With a property tax rate among the highest in New Hampshire, Claremont struggles to maintain the appropriate level of services and the significant infrastructure of this former mill city. The ideal candidate will have a strong background in budgeting and finance management, as well as the ability to assist and support the Council in analyzing the impacts of choices that may be necessary to increase efficiency or reallocate resources to better meet the challenges of providing core community services. This would include leveraging technology and seeking innovative, progressive ways to provide services as efficiently as possible.



## Links of Interest:

- [City Budget](#)
- [Parks and Recreation Department](#)
- [Living in Claremont](#)
- [Budget and Financial Information](#)