

ENFIELD, NEW HAMPSHIRE

TOWN MANAGER

IDEAL CANDIDATE PROFILE & CHALLENGE STATEMENT

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

Graduate degree in public administration or related field;

5 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 building consensus and working collaboratively with stakeholders;

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

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

Ability to assist elected leaders plan for the future and to implement their plan;

Strong written and verbal communication and interpersonal skills;

Experience managing capital projects.

It will be critical for the Town Manager to earn the respect of staff, the Board of Selectmen and other community stakeholders. She/he will have to do that by demonstrating excellent communication and interpersonal skills and by being responsive to those served. A good team is already in place so the new manager will need to work effectively with seasoned department heads and staff, while establishing an effective supervisory relationship.

Enfield is served by a number of well-respected, long tenured department heads so it will be important for the new manager to value these employees and maintain the positive working relationships that have already been established. Since several senior positions may become vacant due to retirements over the next few years, professional development and succession

planning will be crucial to maintaining the quality services already delivered to the community. The replacement of these employees with quality individuals will be critical.

The new manager will be challenged to help the community find the appropriate balance between the quality services already being delivered, with the costs of delivering those services. The tax rate, water and sewer rates, costs related to solid waste, along with school costs all need to be managed with that balance in mind. Certainly, capital and strategic planning will be important, as well as considering non-traditional approaches and alternative funding opportunities. All must be accomplished within the realities of financial expectations of the community.

As in many New Hampshire communities, the Town manager will be challenged to help guide Enfield toward its vision of the future, while preserving the Town's rich history, natural assets and excellent 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.

There may be a number of major capital projects on the horizon which could include expansion/improvements to the sewer and water systems, renovation/replacement of public buildings including Town Hall, Library and public safety facilities, as well as maintenance of roadways. This will require excellent strategic and capital planning. Many of these projects will involve coordination and communication with other parties as well as advocating for the Town at regional, state and national levels.

Enfield has an active and engaged citizenry that serve as volunteers on several active commissions and committees. The new Town Manager will be expected to encourage and support this civic engagement at all levels. The manager must have a collaborative, consensus building style. 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. She or he must be a good communicator and listener that is open to divergent viewpoints. The Town Manager must be a true professional and ensure that the highest affordable level of customer service is provided to the community.