



Town of Mansfield, Connecticut

Town Manager Recruitment



The Community

The Town of Mansfield was incorporated in 1702, is part of Tolland County, CT, and encompasses 45.5 square miles. The town contains the village of Storrs, which is home to the main campus of the University of Connecticut, and several other villages.

The Town's most recent population estimate is 25,817 (approximately 10-12,000 year-round) and is located in the northeastern corner of the state, 25 miles east of Hartford. Mansfield is located 90 miles west of Boston, 140 miles northeast of New York City and 40 miles west of Providence. It is in the Hartford Labor Market Area and Connecticut's Capital Region Planning Area.

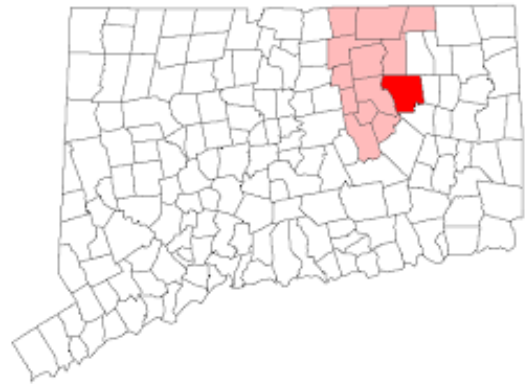
When you mention Storrs to people outside Mansfield, they immediately think of the University of Connecticut, and for good reason, as it is known for its academic excellence and world class college athletics, and is currently ranked first among public universities in New England in U.S. News and World Report's 2020 edition of Best Colleges and National Universities.

What you don't hear about Mansfield, however, you also need to know. It has a small-town atmosphere with big town resources, and it's a rural community, with abundant recreation and public spaces to enjoy. Mansfield is not too small and not too big. It's rural, yet close to the city, with affordable real estate. Mansfield's highly educated residents, its progressive orientation, and its rural-suburban-micro urban blend makes it particularly able to adapt to the emerging needs of a large young population while at the same time providing a wonderful sense of place for its older residents.



that serves Mansfield and the neighboring towns of Ashford and Willington.

Mansfield has a strong environmental focus, and an engaged population that plays an active role in municipal affairs, plenty of open space, and passive and active recreation opportunities. In 2003 the Town opened a very active and popular 38,000-square foot Community Center that serves as a health, fitness, educational, and recreational resource for the entire region. There are multiple youth athletic leagues, summer camps, and before/after school programs.



Downtown Storrs is a mixed-use town center and main street corridor at the crossroads of the Town and the University of Connecticut that combines retail, restaurants, office uses and a public square along with a variety of residence types that include rental apartments, town homes and condominiums. It is also home to the Town Hall and E.O. Smith High School, a highly acclaimed regional school



The Town has an outstanding and heavily utilized Public Library and 59.5 miles of trails, bike trails, parks and playgrounds. Notable recreational and cultural sites located in town – some of which are operated by the town, others by UConn include: Mansfield Hollow State Park, Bicentennial Pond, the Connecticut Repertory Theatre, the Jorgensen Center for the Performing Arts, and the William Benton Museum of Art, as well as those narrow roads and stone walls that are so much of the community's history, as well as three large farms. Cycling enthusiasts take part in the John E. Jackman Tour de Mansfield, held annually in June.

The Town has a reputation for excellent public schools. Presently it is served by three elementary schools, soon to be consolidated into one net zero elementary school with-in walking distance of the public library. There is a middle school serving 550 students in grades five to eight that is recognized as one of five middle schools in the state with exemplary teaming practices. Mansfield students consistently perform in the top tiers across the state with multiple schools annually earning the School of Distinction Designation. Regional School District 19, also known as E.O. Smith High School, boasts active academic departments, an award-winning agricultural education program, and a large number of student clubs and extra-curricular activities. Students have the ability to take classes on the UCONN campus, and, for the past three years, E.O. Smith has been ranked #1 in CT for number of Early College Experience credits earned.



Commerce

The Town's business climate is characterized by planned growth, with a commitment to the principles of environmental protection and intelligent land use, business retention, and sustainability. The Town has a federally designated Opportunity Zone for economic development as part of a census tract in northern Mansfield adjacent to the UConn campus. Qualifying investments include a broad range of commercial and residential projects.

The four areas of the Opportunity Zone include the UConn Technology Park, Four Corners, North Eagleville/King Hill Road, and UConn Depot Campus.

Capitalizing on the talent and resources available at UConn, the Technology Park offers tremendous opportunity to grow the state's knowledge economy. The Innovation Partnership Building anchors the Tech Park as part of a master plan with up to 900,000 square feet authorized for development. In addition to five vacant parcels ready for new development, the Innovation Partnership Building also has space for businesses.



Four Corners is the commercial area at the intersection of Routes 195 and 44 that functions as the northern gateway to both Mansfield and UConn. The Town is completing the area's infrastructure upgrade to support its redevelopment potential. Public water was extended to Four Corners in 2017; construction of a sanitary sewer system will be completed this December. The Town recently updated its zoning regulations to allow for a mixture of multi-family housing and commercial uses in this area, with additional improvements underway to address R&D and light industrial uses.

The North Eagleville Road/King Hill Road area enjoys proximity to the main UConn campus including its location directly across from a planned UConn science quad (on the south side of King Hill Road). The Town has recently updated its zoning regulations to encourage high-density residential and commercial development in this area, with



additional updates underway to address R&D and other commercial uses.

The UConn Depot campus is located at the western gateway to Mansfield. The Depot campus includes 240 acres, half of which is occupied. The Depot campus is two miles from the main UConn campus. The vision for the Depot campus is to redevelop the site with a mixture of uses and help to restore some of the architecturally significant buildings on the site.

Form of Government

The Town of Mansfield operates under the council-manager form of government, in which the Town Council functions as the legislative and policy-making body, and the Town Manager serves as the chief executive officer.

The nine-member Town Council is elected biennially on an at-large basis. Council members serve without pay and elect one of their fellow members to serve as mayor. A deputy mayor is selected as well. The mayor and the deputy mayor retain full voting privileges.

The Council has three standing committees: Committee on Committees, Finance, and Personnel. Ad hoc committees are appointed as needed to review particular issues and to submit recommendations to the full Council.

As noted on the following Municipal Table of Organization, the Town as thirteen (13) departments with approximately 154 employees, excluding the schools.

Town of Mansfield/Board of Education

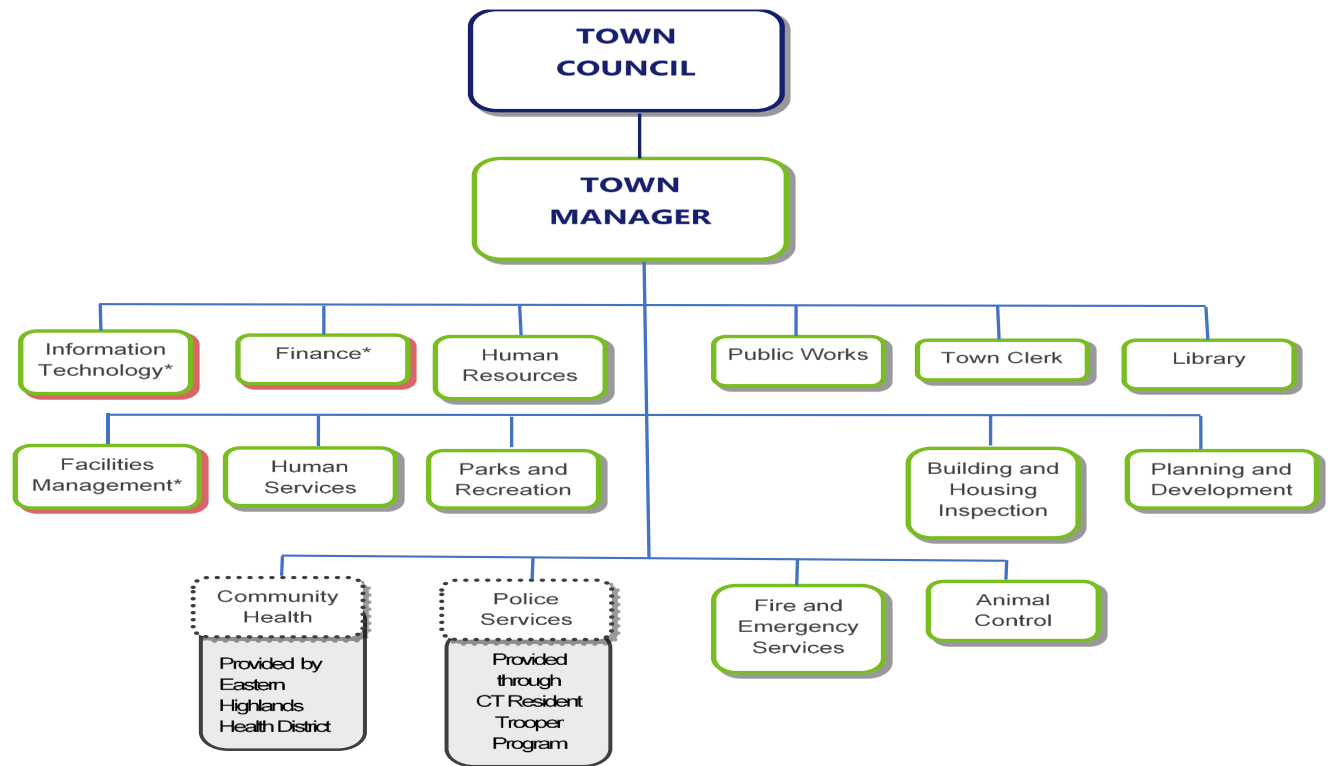
Expenditure Budget

FY 2019 - 2020

Description	Adopted
General Government	\$ 2,078,470
Public Safety	\$ 4,635,270
Public Works	\$ 3,349,020
Community Services	\$ 1,824,150
Community Development	\$ 774,730
Education - MBOE	\$ 23,637,850
Town-Wide Expenditures	\$ 3,371,220
Other Financing	\$ 3,093,820
Total General Fund	\$ 42,764,530



Municipal Table of Organization



*The Finance and IT Departments also provide services to the Mansfield Public Schools (pre-K to 8) and Regional School District 19 (9-12) as well as the regional health district. Facilities Management also provides services to the Mansfield Public Schools.

Challenges



Mansfield's next Town Manager will have an opportunity to engage in discussions, leadership, and collaboration with a multitude of community leaders and partners to address a variety of important and exciting challenges in the Town over the next five years. Amongst these are the following:

- ⇒ Manage the unique town that is simultaneously rural and semi-urban, historic and modern, a college town, with an active but small downtown. The next Town Manager will evaluate, maintain, and possibly reimagine the Town's services, implementing change where appropriate.
- ⇒ Develop multi-year financial projections that can deal with a potential loss in State Aid, reductions in State Payment In Lieu of Taxes (PILOT), increases in municipal demand resulting from economic development, increased demand for staffing to respond to economic development, and aging infrastructure.
- ⇒ Develop a multi-year capital plan to address Town facility maintenance, repair, improvements, and aging facilities as well as participating in plans for the recently initiated construction of a new elementary school and its related debt service.
- ⇒ Develop a succession and career transition plan for Town staff to ensure service continuity and enhancement.
- ⇒ Oversee and direct commercial development within the Town, while further addressing the need for affordable housing, the needs of an aging population, maintaining the Town's environmental policy standards, and preserving open space, parks, and farmlands.
- ⇒ Work with UConn to address development, housing expansion, and the anticipated fluctuations in student population.

The Position

The Town Manager is appointed by and is responsible to the Town Council for the supervision, direction, and administration of all departments, agencies, and offices. The Town Manager is responsible for making recommendations to the Town Council concerning the affairs of the Town and facilitating the work of the Town Council in developing policy, preparing and submitting the annual and capital budget to the Council, and assisting the Council in the development of long-term goals for the Town and strategies to implement such goals.



The Town Manager is also responsible for encouraging and providing staff support for regional and intergovernmental cooperation and promoting partnerships among Council, staff, and citizens in developing public policy and building a sense of community. Additionally, the Town Manager serves as the Director of Public Safety, and the Personnel Officer.

The Town Manager directly appoints and supervises the following department heads and their staff: Director of Human Resources, Director of Public Works, Town Clerk, Director of Building Maintenance, Library Director, Director of Building and Housing Inspection, Director of Planning and Development, Human Services Director, Fire Chief, Director of Finance, the Director of Parks and Recreation, Animal Control Officer, and the Director of Information Technology. The Town Manager also works regularly with the Resident Trooper Sergeant, Director of the Eastern Highlands Health District, and the Director of the Mansfield Downtown Partnership.

The position is open following the resignation of the prior Town Manager in July 2019. Prior to the resignation of the previous Town Manager, the Town employed three Town Managers since the adoption of the Town Charter in 1970.

The Ideal Candidate



Mansfield is seeking a proven manager and leader, one who is collaborative, inclusive, articulate, creative, positive, decisive, and visionary and who operates with an open, consultative, team-based management style. The new manager should be at ease facilitating and leading discussions with department heads, Councilors, town staff, community members, state legislators, and members of intergovernmental organizations. The new manager should be a good listener who is interested in the details of the inner workings of the town, is not a figurehead, and should manage in a collaborative way, involving others in decision-making process.

As someone who is comfortable in multiple roles, the new manager should enjoy cultivating a culture of respect, recognize the creativity and ideas of others, and understand and appreciate the different roles other colleagues play. The manager should be comfortable overseeing those who work for the town, enjoy bringing out the best in others, and be the representative of the town in various forums.

The new manager should be able to approach tasks differently depending on the situation, be a competent delegator, and understand that the position's central role is to manage and lead.

The Ideal Candidate—continued

It's important that applicants for the position understand that the manager will be expected to be a leader in the community, that the manager develops policy for deliberation and action by the Council, and that the Council desires a self-starter who is at ease communicating to a variety of elected and appointed officials, staff, and community members. The next Town Manager should be comfortable motivating and leading others in the areas of their expertise and developing, with department heads, professional staff, Council and other public body members of the community, options for key decisions affecting the community.



Knowledge and Experience

An applicant for this position should have a minimum of a bachelor's degree, at least seven (7) years' progressively responsible and relevant leadership experience, including management, excellent communication skills, a background in implementing best practices, a track record of sustaining high performance teams, and a dedication to the principles of diversity, equity, and inclusion.

Preferred qualifications include a master's degree in public administration or a closely related field, an ICMA—Credentialed Manager designation, and experience in a college or university community. Strong people management, fiscal management, capital improvement planning, labor relations, economic development, environmental stewardship, conflict management, and regional and intergovernmental expertise are also preferred. Must possess a driver's license.

Residency in Mansfield is required within a reasonable timeframe after appointment to the position. Compensation can range between \$ 155,000 and \$ 170,000, depending on experience, with competitive benefits.

How to Apply

Email your cover letter and resume to Warren J. Rutherford, wjr@theexecutivesuite.com, or apply online at [Mansfield Town Manager Search](#). Questions should be directed to Warren Rutherford at 508-778-7700.

Applications will be screened continuously prior to June 30. Thereafter an interview and selection process will occur involving Town officials with an appointment estimated in late July, and a start date in late August or early September 2020. The Town of Mansfield is an Equal Opportunity Employer and encourages women, minorities, and veterans to apply.

For additional information about the Town go to: <https://www.mansfieldct.gov/>.