

TOWN OF FRISCO, COLORADO TOWN MANAGER

February 2, 2022



630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:

Laurie Pederson
Director of Administrative Services
847-380-3198
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Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 17 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois. Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

GovHR has a total of thirty-five consultants, both generalists and specialists (public safety, public works, finance, parks, etc.), who are based in Arizona, Colorado, Florida, Georgia, Illinois, Indiana, Massachusetts, Michigan, Minnesota, Ohio, Tennessee, Texas and Wisconsin, as well as eight reference specialists and nine support staff.

Our consultants are experienced executive recruiters who have conducted over 900 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Team

Project Manager & Main Point of Contact:

GovHR Vice Presidents Kathleen Rush and Don Tripp will be responsible for your recruitment and selection process. Their biographies is attached to this Proposal and their contact information is:



Kathleen Rush
Vice President
630-432-2677

KRush@GovHRusa.com



Don Tripp
Vice President
847-380-3240

DTripp@GovHRusa.com

Please direct Proposal Inquiries to:



Laurie Pederson
Administrative Services Director
847-380-3198

LPederson@GovHRusa.com

GovHR Owners



Heidi J. Voorhees
President
847-380-3240

HVoorhees@GovHRusa.com



Joellen J. Cademartori
Chief Executive Officer
847-380-3239

JCademartori@GovHRusa.com

References

The following references can speak to the quality of service provided by GovHR.

(City Attorney, 2021)
(Finance Director, 2020)
(City Manager, 2019)
J. Shawn Lewis, City Manager
1000 Englewood Parkway
Englewood, CO 80110
303-762-2310
Othoniel Sierra, Mayor
720-551-3301
osierra@englewoodco.gov

(Diversity, Equity and Inclusion Officer, 2021)
(Housing Manager, 2021)
Jacqueline Kozak-Theil, Chief Sustainability
Manager
300 LaPorte Avenue
Fort Collins, CO 80524
970-416-2170
jkozak-thiel@fcgov.com

(Finance Director, 2020)
Kelly Houghteling, Deputy Town Administrator
3735 Cleveland Ave.
Wellington, CO 80549
970-568-935
Houghkm@wellingtoncolorado.gov

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of \$125/hours plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for \$2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 6,000 visits to our website each month. Finally, we develop a database customized to your recruitment and can do an email blast to thousands of potential candidates.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:
 - Leadership and management skills
 - Size of organization
 - Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.
- Placement of the Position Announcement in appropriate professional online publications:
 - Public sector publications & websites
 - Social media: LinkedIn (over 15,000 connections), Facebook, and Twitter
 - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
 - Completion of a questionnaire explaining prior work experience
 - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
 - References (at least 2 references per candidate will be contacted at this time)
 - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will spend approximately 2 hours with the Client reviewing the recruitment report and providing additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment
- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
 - Candidates credentials
 - Set of questions with room for interviewers to make notes
 - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification	✓ County/Statewide Criminal
✓ U.S. Federal Criminal Search	✓ Civil Search
✓ Enhanced Verified National Criminal	✓ Bankruptcy, Leans and Judgements
- National Sex Offender Registry	✓ Motor Vehicle Record
- Most Wanted Lists FBI, DEA, ATF, Interpol	✓ Education Verification – All Degrees Earned
- OFAC Terrorist Database Search	Optional: Credit Report – Transunion with score (based on position and state laws)
- OIG, GSA, SAM, FDA	Optional:
- All felonies and misdemeanors reported to the National Database	Professional License Verification
	Drug Screen
	Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include five or six candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion in all of our recruitment and selection processes. Since our firm's inception we have supported, with our time and financial resources, organizations that advance women and other underrepresented minorities in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR President Heidi Voorhees was a keynote speaker at the first meeting of the WCMA Women's Leadership Seminar. Our employees and consultants all underwent Implicit Bias Training in the last year and we are frequent speakers on incorporating DEI values in recruitment and selection. We have a list of DEI resources on the front page of our website (<https://www.govhrusa.com/diversity-equity-and-inclusion-resources/>) that can be accessed by anyone who visits our website.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Ft. Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of the organization.

Project Timeline

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		Phase II				Phase III			Phase IV	Phase V		Phase VI	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	\$19,500
Recruitment Expenses: (not to exceed) ➤ Expenses include candidate due diligence efforts	\$1,500
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	\$2,500*
Total:	\$23,500**

*We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/3 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

2nd Payment: 1/3 of the Recruitment Fee and expenses incurred to date (invoice sent following the recommendation of candidates).

Final Payment: 1/3 of the Recruitment Fee and all remaining expenses (invoice sent after recruitment is completed).

Payment of invoices is due within thirty (30) days of receipt (unless the client advises that its normal payment procedures require 60 days.)

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within six months of the employee's departure.

Limited Scope Recruitment – Scope of Services

GovHR offers Clients a "Limited Scope" recruitment process, designed for clients who require only partial assistance with a recruitment.

The first several components of a Limited Scope Recruitment Process and a Full Recruitment and Selection Process are similar. The consultant will:

- Meet with employees and other stakeholders
- Develop and place the position announcement on websites and on social media outlets
- Conduct outreach for candidates via personal and electronic contacts
- Review all resumes for fit for position
- Conduct video interviews.
- Complete two references for each finalist candidate
- Prepare an electronic Recruitment Portfolio that includes the information on the recommended candidates. This will be provided to the Client a few days in advance of a candidate presentation meeting.

At this point in the Limited Scope Recruitment process, GovHR involvement will be complete.

The key differences between the Limited Scope Recruitment Process and the Full Recruitment and Selection Process are:

- A Recruitment Flyer, instead of a full Brochure, will be prepared for the Limited Scope Recruitment. This flyer will be distributed as a .pdf file.
- GovHR will not conduct background investigations (court, credit, motor vehicle records checks, etc.)
- GovHR will not offer any guarantee regarding the selection and tenure of the candidates. GovHR will bill the client immediately after presentation of candidates and will not redo the recruitment and selection process if the Client is unsuccessful in hiring someone from the group of recommended candidates.
- Development of interview questions, second interview questions, and assistance with contract negotiations will be the responsibility of the Client.

Limited Scope Recruitment – Price Proposal

Summary of Costs: Limited Scope	Price
Recruitment Fee:	\$18,000
Advertising: *Advertising costs over \$2,500 will be placed only with client approval. If less than \$2,500, Client is billed only for actual cost.	\$2,500*
Total:	\$20,500**

*This fee does not include travel and accommodations for candidates interviewed.

We are carefully monitoring recommendations from the federal, state and local governments and working with clients on alternatives to in person meetings. We are fully operational and can work with you via video and by utilizing electronic files. If at the time of recruitment, COVID-19 restrictions are lifted and travel is possible, we are happy to attend meetings in person. For this reason, we have priced travel as a separate expense.

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at the time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees & Services

Professional fees and expenses will be invoiced as follows:

1st Payment: 1/2 of the Recruitment Fee (invoice sent upon acceptance of our proposal).

Final Payment: 1/2 of the Recruitment Fee and expenses incurred (invoice sent following the recommendation of candidates).

Payment of invoices is due within thirty (30) days of receipt.

Why Choose GovHR?

- We are a leader in the field of local government recruitment and selection with experience in more than 41 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of League of Women in Government, the Local Government Hispanic Network, National Forum for Black Public Administrators and Engaging Local Government Leaders.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

Qualifications

Please note the following key qualifications of our firm:

- Since our establishment in 2009, our consultants have conducted hundreds of recruitments in 41 states, with an increase in business of at least 30% each year. Twenty-eight (28%) of our clients are repeat clients, the best indicator of satisfaction with our services.
- Surveys of our clients show that 94% rate their overall experience with our firm as *Outstanding and* indicate that they plan to use our services or highly recommend us in the future.
- Our state-of-the-art processes, including extensive use of social media for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization.
- Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates.

Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

Town of Frisco, Colorado agrees to retain GovHR USA, LLC ("GovHR") to conduct a Town Manager Recruitment in accordance with its proposal dated February 2, 2022. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

Town of Frisco, Colorado

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

PLEASE SELECT ONE:

☐ **Full Recruitment Service**

☐ **Limited Recruitment Service**

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost \$100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between \$100 to \$500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.



KATHLEEN F. RUSH



Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network.

From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge award-winning intergovernmental cooperation and regional service, arrangements were initiated. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making. Advancement of internal support systems were championed.

Ms. Rush served as the Village Manager In Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. Significant financial challenges offered an opportunity for innovated financial solutions. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding and partnership with the National Park Service assisted in the financial undertakings. The Village of Riverside provided parks/recreation and fire services in addition to the primary Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

PROFESSIONAL EDUCATION

- Graduate Degree in Public Administration, Northern Illinois University
- Bachelor of Science in Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- ILCMA, panelist at various conferences
- IAMMA, panelist at various conferences
- The Legacy Project, Panelist 2017 Annual Conference and luncheon speaker

MEMBERSHIPS AND AFFILIATIONS

- DuPage Credit Union, Former Board member and Secretary
- DuPage Federation on Human Services Reform, Board of Directors - Vice Chairperson
- Northern Illinois University division of Public Administration, Board of Advisor's - Former President

- Illinois City/County Manager's Association, Former President
- Illinois Municipal Management Assistants Association, Former President
- Intergovernmental Risk Management Agency, Former Chairperson
- DuPage Mayors and Managers Association, Executive Board and Transportation Committee - Former Chairperson

PROFESSIONAL BACKGROUND

Over 30 years' experience as a local government management professional

- Village Administrator, Village of Woodridge, IL 2009 – 2017
- Village Manager, Village of Riverside, IL 1998 – 2009
- Assistant Village Administrator, Woodridge, IL 1985 – 1998





DONALD M. TRIPP



Don Tripp has over 40 years of experience in local government with most of that time spent as a City Manager or Department Director. His diverse experience varies from a small town to central, capital city with work in Iowa, Michigan, and Colorado. Don's visionary leadership and abilities to attract and support a team have contributed to award winning success in service to hundreds of thousands of local government customers.

Mr. Tripp's experiences are of value in GovHR USA Executive searches, GovTemps USA and strategic support of professionals and elected officials of local government. His background offers extensive and successful lessons in Community and Economic Development; examples include the renaissance of downtown Des Moines, IA and "new urban center" evolution of Westminster, CO. Public Safety and Social Justice actions taken to support first responders and all whom expect fair and equal treatment in our cities. A first adopter of diversity, equity and inclusion self-assessment and programs, Tripp's employees benefited with a more diverse workforce and specific attention to pay and promotion equity. Tripp's work has a long track record of being visionary and innovative, including creation of first ever sustainability plans, energy attentive development, all while developing improved city financial positions prove that the triple bottom line can be uniformly valued. Tripp understands that conflict between the status quo and necessary change requires Courageous Leadership that is a blend of courage, accountability and humility while having genuine compassion. Tripp's personal family values that started on his boyhood Iowa farm life have served his career well and now motivate him to continue his career by doing everything he can to help cities, that he terms, "of the most important institutions in our society".

PROFESSIONAL EDUCATION

- Bachelor of Arts, Leisure Services, Iowa State University, IA
- Certificate for Senior Executives in State and Local Government, John F. Kennedy School of Government, Harvard University, MA

MEMBERSHIPS AND AFFILIATIONS

- International City/County Management Association
- CASA of Adams County Board of Directors
- Former, National League of Cities
- Former, National Recreation and Park Association
- Former, Colorado Park and Recreation Association
- Former Board Member, Iowa Park and Recreation Association
- Former Rotary International

AWARDS

- Founding Member, Colorado Smart Cities Alliance
- 2021: CASA of Adams County Board Member of the Year
- 2021: Distinguished Budget Presentation Award, Government Finance Officers Association
- 2019: Colorado Large City of the Year, Economic Development
- 2018: 1st Place, National Digital Cities Survey Winner, Digital Government (75,000–124,999 population)
- 2017: Top 100 in United States, National Healthiest Employers Award
- 2017: 2nd Place, Cultural Diversity Award, National League of Cities (NLC) (51,000–200,000 population)

PROFESSIONAL TRAINING

- Parks Planning and Management School, National Recreation and Parks Schools
- Revenue Development School, National Recreation and Parks Schools
- Sports Management School, National Recreation and Parks Schools
- Executive Development School, National Recreation and Parks Schools
- Understanding Human Behavior, Menninger Institute
- Youth Development Seminars (KYDS), Kellogg Foundation
- NeuroLeadership Summit, NeuroLeadership Institute
- Leadership at the Peak, Center for Creative Leadership

PROFESSIONAL BACKGROUND

Over 40 Years of Local Government Experience

- City Manager, City of Westminster, CO
- Executive Director, Economic Development Authority, Westminster, CO
- Executive Director, Housing Authority, Westminster, CO
- Director of Parks, Recreation and Libraries, City of Westminster, CO
- Park and Recreation Director, City of Des Moines, IA
- Recreation Director and Recreation and Park Director, City of Battle Creek, MI
- Park and Recreation Director, Nevada, IA





City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
Alabama	Lee County	Chief Administrative Officer	166,831	2021
Alaska	Bethel	City Manager	6,500	2019
	Homer	City Manager (Professional Outreach)	5,300	2019
	Seward	City Manager	2,693	2019
	Unalaska	City Manager	4,768	2017
Arizona	Buckeye	City Manager	69,744	2021
Colorado	Eagle	Town Manager	6,739	2017
	Englewood	City Manager	34,957	2019
Connecticut	Cheshire	Town Manager	29,261	2017
	East Hampton	Town Manager	13,000	2019
	Enfield	Town Manager	45,246	2015
				2018
				2020
	Manchester	General Manager	59,710	2021
	Meriden	City Manager	60,838	2018
Delaware	Newark	City Manager	33,398	2018
Florida	Gainesville	Assistant City Manager	133,997	2021
	Lakeland	City Manager	110,000	2020
	Largo	Assistant City Manager	82,244	2018
	Palm Beach	Assistant City Manager	85,933	2021
Georgia	Albany	City Manager	77,434	2021
	College Park	City Manager	14,500	2021
	Decatur	Assistant City Manager	25,000	2018
		City Manager	25,000	2018
Illinois	Algonquin	Village Manager	30,947	2012
	Arlington Heights	Village Manager	75,500	2014
	Barrington	Village Manager	10,455	2018
	Bensenville	Village Manager	20,703	2015
	Bloomington	City Manager	78,005	2018
	Buffalo Grove	Village Manager	42,909	2010
	Carbondale	City Manager	25,092	2011
	Cary	Village Administrator	18,713	2011
	Centralia	City Manager	13,000	2020
	Clarendon Hills	Village Administrator	8,653	2014
		Village Manager	8,653	2010
	Crest Hill	City Administrator	21,169	2015
				2021
	Decatur	City Manager	76,178	2014
				2018
		Deputy City Manager	76,178	2019
	DeKalb	City Manager	43,849	2018



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
			44,862	2013
	Dixon	City Manager	18,601	2015
	East Moline	City Administrator	21,300	2011
				2016
	East Peoria	City Administrator	23,503	2016
	Effingham	City Administrator	12,384	2010
			12,577	2018
	Elmhurst	City Manager	46,387	2010
	Forsyth	Village Administrator	3,490	2021
	Fox Lake	Village Administrator	10,550	2013
				2021
	Freeport	City Manager	25,000	2017
	Galesburg	City Manager	33,706	2010
	Geneseo	City Administrator (Virtual)	6,500	2019
	Glen Ellyn	Assistant Village Manager	27,000	2013
		Village Manager	27,000	2010
	Glencoe	Assistant Village Manager	8,723	2015
		Village Manager	8,723	2013
	Greenville	City Manager	7,000	2021
	Hanover Park	Village Manager	38,510	2012
	Highland Park	City Manager	31,365	2011
	Hinsdale	Village Manager	16,816	2013
	Homer Glen	Village Manager	24,220	2011
	Homewood	Assistant Village Manager (Virtual)	19,464	2017
				2021
	Inverness	Village Administrator	7,400	2013
	Joliet	City Manager	147,500	2013
				2017
	Kenilworth	Village Manager	2,562	2012
	La Grange	Assistant Village Manager (Virtual)	15,610	2017
	La Grange	Village Manager	15,610	2017
	La Grange Park	Assistant Village Manager	13,579	2020
	Lake Bluff	Assistant to the Village Manager	5,700	2016
	Lake Forest	City Manager	19,375	2018
	Lake Villa	Village Administrator	8,774	2013
	Lake Zurich	Village Manager	19,631	2015
	Libertyville	Village Manager	20,431	2016
	Lincoln	City Administrator	14,500	2014
	Lincolnshire	Assistant Village Manager/Community Development Director	7,500	2016
		Village Manager	7,500	2012



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Lindenhurst	Village Administrator	14,468	2017
	Lombard	Village Manager	43,815	2013
	Marengo	City Administrator	7,614	2011
	Mettawa	Part-time Village Administrator	500	2010
	Mokena	Village Administrator	19,042	2015
	Moline	City Administrator	43,100	2017
	Monmouth	City Administrator	9,444	2014
	Morton Grove	Village Administrator	23,500	2011
	Mt. Prospect	Village Manager	54,771	2015
	Mundelein	Village Administrator	31,385	2020
	New Lenox	Village Administrator	25,000	2011
	Niles	Village Manager	30,001	2021
	Normal	City Manager	54,264	2017
	North Chicago	Chief of Staff	30,020	2021
	Northbrook	Village Manager	35,000	2021
	Oak Brook	Village Manager	8,058	2014
				2021
		Assistant Village Manager/Human Resources Director		
	Oak Park		52,000	2019
		Village Manager	52,000	2021
	Orland Park	Village Manager	60,000	2016
				2019
	Palos Heights	City Administrator (Virtual)	12,480	2021
	Pekin	City Manager	33,223	2016
	Peoria	Assistant City Manager	115,234	2021
	Pingree Grove	Village Manager	10,000	2020
	Plainfield	Village Administrator	41,734	2021
	Princeton	City Manager	7,700	2011
	Princeton	City Manager	7,700	2019
	River Forest	Village Administrator	11,635	2010
				2021
	Rock Island	City Manager	39,684	2011
				2021
	Savoy	Village Administrator (Virtual)	8,607	2020
	Schaumburg Township	Township Administrator (Virtual)	140,000	2021
	Schiller Park	Village Manager	11,692	2015
	Shorewood	Village Administrator	17,495	2018
	Skokie	Village Manager	65,000	2013
		Assistant City Manager (Professional Outreach)		
	St. Clair Shores		59,984	2021
	Sycamore	City Manager (Professional Outreach)	18,557	2021



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Tinley Park	Village Manager	56,831	2013
	Vernon Hills	Village Manager	25,911	2021
	Villa Park	Assistant Village Manager (Virtual)	22,038	2021
	Volo	Village Administrator	6,283	2013
	Washington	City Administrator	15,700	2015
				2021
	Wauconda	Village Administrator	14,125	2013
				2017
				2021
	Willowbrook	Village Administrator	8,967	2019
	Winnetka	Assistant Village Manager	12,417	2019
	Woodridge	Village Administrator	32,971	2017
Indiana	Munster	Town Manager	23,603	2014
	St. John	Town Manager (Professional Outreach)	18,047	2020
Iowa	Bondurant	City Administrator	5,493	2017
	Burlington	City Manager	25,663	2011
	Indianola	City Manager	15,833	2022
	Knoxville	City Manager	7,300	2021
	Muscatine	City Administrator	23,819	2020
	Newton	City Administrator	15,000	2016
	Washington	City Administrator	7,266	2011
	Webster City	City Manager	8,000	2016
	West Liberty	City Manager	3,736	2013
	Windsor Heights	City Administrator	4,860	2019
Kentucky	Paducah	City Manager	24,850	2021
	Paris	City Manager	9,846	2021
Maine	Bangor	City Manager	33,039	2021
Maryland	Greenbelt	City Manager	23,753	2016
	Hagerstown	City Administrator	40,612	2015
	Sykesville	Town Manager	3,941	2019
	Westminster	City Administrator	18,522	2021
Massachusetts	Cambridge	City Manager	110,000	2016
	Eastham	Town Administrator	4,956	2016
	Provincetown	Town Manager	2,990	2015
	Williamstown	Town Manager	7,806	2021
			8,400	2015
Michigan	Adrian	City Administrator	20,676	2018
	Albion	City Manager	8,337	2018
	Alpena	City Manager	10,410	2012
	Caro	City Manager	4,208	2012
	Charlotte	City Manager	9,100	2020



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Clawson	City Manager	11,946	2021
	Delta Charter Township	Township Manager	32,400	2014
	Eastpointe	City Manager	32,673	2019
	Ferndale	City Manager	20,428	2019
	Hamtramck	City Manager	21,752	2017
	Kalamazoo	City Manager	75,000	2013
	Lincoln Park	City Manager	36,665	2019
	Oakland Township	Township Manager	16,779	2013
			19,132	2018
	Rochester	City Manager	13,000	2015
	Royal Oak	City Manager	59,112	2019
	Royal Oak Township	Township Manager	2,600	2021
	Troy	Assistant City Manager	83,181	2019
		City Manager	83,181	2018
Minnesota	Becker	City Administrator	4,874	2021
	Buffalo	Assistant City Administrator	15,855	2021
	Hibbing	City Administrator	15,855	2021
	St. Louis Park	City Manager	48,662	2021
	Waconia	City Administrator	13,500	2021
	Woodbury	Assistant City Administrator	68,820	2017
Missouri	Ballwin	City Administrator	30,181	2020
	Cape Girardeau	City Manager	38,000	2020
	Ferguson	City Manager	21,111	2015
	Maryland Heights	City Administrator	27,436	2015
	Republic	City Administrator	15,590	2016
	South Lyon	City Manager	11,327	2018
	University City	Assistant City Manager	35,172	2020
		Assistant to the City Manager/Communications Director	35,172	2018
		Assistant to the City Manager/Director of Human Resources	35,172	2020
		City Manager	35,172	2017
	Warrensburg	City Manager	20,200	2021
	Webster Groves	City Manager	22,800	2020
	Wildwood	City Administrator	35,517	2014
		City Manager	35,524	2019
Nevada	Boulder City	City Manager	16,207	2021
New Hampshire	Portsmouth	City Manager	21,796	2019
New Jersey	Waldwick	Borough Administrator	9,800	2015
New York	Long Beach	Deputy City Manager (Virtual)	33,275	2021
	Mamaroneck (Town)	Town Administrator	29,156	2021



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Mamaroneck (Village)	Village Manager	19,426	2018
	Scarsdale	Village Manager	17,837	2021
North Carolina	Fayetteville	Assistant City Manager	210,000	2012
				2017
				2018
North Dakota	Minot	City Manager	45,700	2020
Ohio	Oberlin	City Manager	8,390	2016
Pennsylvania	Centre County	County Administrator	158,172	2021
	Ferguson Township	Township Manager	18,300	2017
	Ferguston Township	Township Manager	18,300	2021
	Mt. Lebanon	Municipal Manager	33,137	2015
	South Fayette Township	Township Manager	14,416	2018
Rhode Island	North Kingston	Town Manager	26,326	2015
Texas	Austin	Assistant City Manager	885,000	2021
	Burleson	City Manager	36,990	2011
			43,960	2018
	Garland	Assistant City Manager	233,206	2016
	McKinney	Assistant City Manager	191,645	2019
	Missouri City	Assistant City Manager	74,139	2019
		City Manager	74,139	2021
Vermont	Winooski	City Manager	7,997	2021
Virginia	Chesapeake	City Manager	245,000	2019
	Portsmouth	City Manager	96,000	2020
	Salem	City Manager	25,643	2019
	Virginia Beach	City Manager	442,707	2019
Washington	Duwall	City Administrator (POS)	8,090	2021
	Yakima	Assistant City Manager	97,000	2021
West Virginia	Bridgeport	City Manager	8,582	2019
				2021
	Morgantown	City Manager	31,000	2016
Wisconsin	Baraboo	City Administrator	12,048	2019
	Bayside	Assistant Village Manager	4,400	2019
	Beaver Dam	City Administrator	16,291	2021
	Bellevue	Village Administrator	15,524	2018
	Beloit (City)	City Manager	36,966	2015
	Beloit (Town)	Town Administrator	7,083	2016
				2020
	Brown Deer	Village Manager	12,000	2012
	Burlington	City Administrator	10,511	2014
	Cedarburg	Town Administrator	11,475	2015
	Fon du Lac	City Manager	43,021	2012



City Management Client List

STATE	CLIENT	POSITION	POPULATION	YEAR
	Fort Atkinson	City Manager	12,300	2012
	Franklin	Director of Administration	36,155	2019
	Glendale	City Administrator	12,920	2016
	Harrison	Village Manager	13,185	2021
	Hartford	City Administrator	14,251	2015
	Hobart	Village Administrator	8,500	2016
	Janesville	City Manager	63,480	2013
	Lake Geneva	City Administrator	7,710	2015
	Lisbon	Town Administrator/Clerk	2,521	2014
	Monroe	City Administrator	10,827	2020
	Oak Creek	City Administrator	35,243	2016
	Plymouth	City Administrator/Utilities Manager	8,540	2020
		Director of City Services	8,540	2010
		Assistant City Administrator/Human Resources Director		
	Port Washington	Resources Director	11,250	2021
	Prairie du Chien	City Administrator	5,900	2017
	Princeton	City Administrator	1,504	2010
	Racine	City Administrator	78,200	2016
	Rhineland	City Administrator	7,800	2018
	Richfield	Village Administrator	11,500	2009
	Rome	Town Administrator	2,720	2016
	Shorewood	Village Manager	13,331	2017
	Waukesha	City Administrator	72,489	2012
				2014
	West Bend	City Administrator	31,000	2016
	Whitewater	City Manager	14,300	2012



TOWN OF

WILLIAMSTOWN

WILLIAMSTOWN,
MASSACHUSETTS

TOWN MANAGER



GovHR USA

GovTEMPS USA

**EXECUTIVE
RECRUITMENT**

THE POSITION IN BRIEF

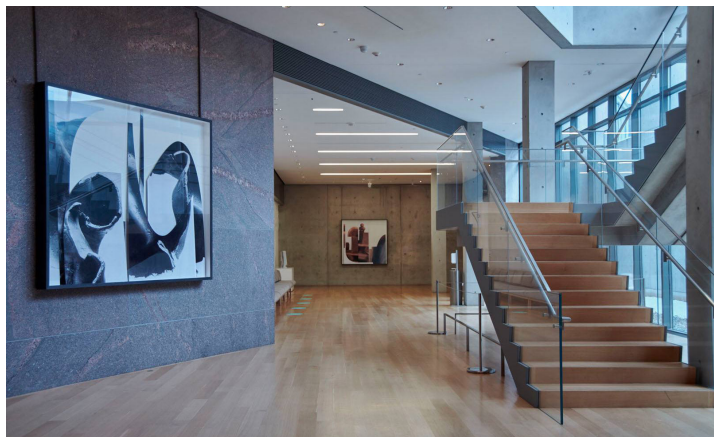
The Town Manager is the chief executive officer in charge of the Town's day-to-day operations and manages a budget of approximately \$26 million allocated between the Town's municipal operating fund of about \$8.7 million and \$17 million for the Mount Greylock Regional School District. The Town Manager oversees a workforce of approximately 99 employees in a financially stable organization. The Town is looking for an open and collaborative professional with strong communication skills and a commitment to transparency.

THE COMMUNITY

Described by the New York Times as "one of the loveliest communities in New England," [Williamstown](#) is located in the far northwest corner of Massachusetts bordering New York and Vermont. Its location in the Berkshire Mountains and its small-town appeal disguise a sophisticated, active and vibrant community in contrast to its rural location. The cultural center of the Berkshires is found in Williamstown, with internationally renowned venues such as the [Williamstown Theatre Festival](#), the [Clark Art Institute](#), and the [Williams College Museum of Art](#).

Williamstown's history, as well as its current place as a cultural and educational powerhouse in Massachusetts, is linked to [Williams College](#). The College's presence in the community contributes significantly to making Williamstown a desirable place to live. A private, liberal arts college, Williams College was founded after Colonel Ephraim Williams bequeathed a large sum of money to the town on the condition it named it after him and started a free school. The free school became Williams College in 1793. Over the years Williams College has been recognized as one of America's top colleges in national media.

Collaboration between the College and Town is significant, with many Williams College-sponsored events available to the community. With over 2,000 students arriving each year, Williamstown enjoys a diverse and multi-cultural population with an exciting mix of long-term residents, seasonal residents, tourists, and students.





THE TOWN'S HISTORY AND DEMOGRAPHICS

The region that Williamstown currently occupies was Mohican territory prior to English colonization in the 1750's. Additional data and history about the Town can found at the [Williamstown Historical Museum's website](#).

[Mount Greylock Regional School District](#) includes Lanesborough and Williamstown representing a combined population of 11,000 residents. The District is comprised of three schools: Lanesborough Elementary (PreK-6), Williamstown Elementary (PreK-6) and Mount Greylock Regional School (7-12). Total enrollment is approximately 1,200 students.

One of the key attractions to the region is four distinct seasons offering year-round outdoor activities. Within an easy drive from any Williamstown residential neighborhood are 75 lakes, the [Mount Greylock State Reservation](#) featuring the highest elevation in Massachusetts, [Clarksburg State Park](#), the Appalachian Trail and a wide variety of resorts, hotels, and campgrounds.



Other significant open and recreational spaces include dozens of parks, nature preserves, river ways, hiking and biking paths. Winter sport enthusiasts have a variety of opportunities for downhill skiing at the Berkshire East Ski Resort, Jiminy Peak Ski Mountain and at major resorts in nearby Vermont. Cross-country skiers and snowmobilers can travel trails throughout Mount Greylock, Massachusetts' first wilderness state park.

Full library services offered since 1874 by the [David and Joyce Milne Public Library](#).

Award winning healthcare can be accessed through the [Berkshire Health Systems](#).

A SNAPSHOT OF WILLIAMSTOWN'S DEMOGRAPHICS AND AMENITIES

(Source: U.S. Census, ACS 2018):

Land area – **47** square miles

Average age of **39.3** years old

White, non-Hispanic 79%, Black 6%, Hispanic/Latino 6%, Asian 9%

Median household income, **\$83,911**

Median value of a Williamstown home
\$333,000

62% of residents over 25 years old have a bachelor's degree or higher.

TOWN GOVERNMENT AND THE TOWN MANAGER POSITION

The Town of Williamstown, incorporated in 1765, encompasses approximately 47 square miles. The Town operates under the Open Town Meeting, Select Board-Manager form of government. Governed by a non-partisan five-member Select Board elected to three-year terms, the Board elects from its members a chairperson and vice-chair. A Town Moderator is elected to conduct the annual Open Town meeting held in May.

Open Town Meetings are rooted in U.S. colonial history. They represent a form of open, expressive, and community-engaged style of local government still prevalent in New England, and predominant in Massachusetts. According to the Massachusetts Municipal Association, “the primary responsibility of the annual town meeting is to approve a municipal budget for the fiscal year beginning on July 1. Town meetings also take up a number of additional ‘articles,’ such as zoning amendments, other bylaws, expenditures for specific projects, and [citizens’ petitions on environmental and land use issues]. Town meetings also receive reports from a number of town officials and boards. The vast majority of town meetings [in Massachusetts, as is the case in Williamstown,] are still ‘open,’ meaning that any town resident may attend and speak.”

The Select Board exercises policy oversight to Town government, with the Town’s day-to-day operations handled by a Town Manager. In 1956 the Town Charter was amended establishing the Select Board-Manager form of government in Williamstown, with considerable powers and duties of the Town Manager outlined in the Charter.

The Town employs a full-time professional Town Manager along with well-qualified department heads to professionally manage the Town’s affairs and public services. The Town Manager supervises and directs the administration of all departments, commissions, boards, and offices of the town, except those elected by the voters, or appointed by the Selectman or by the Moderator.

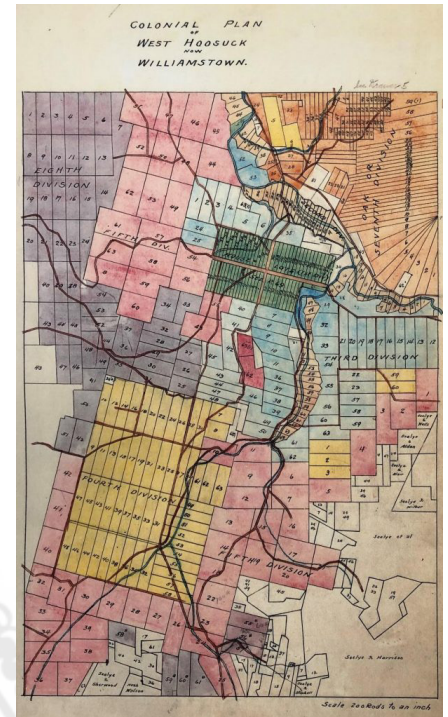
The Town Manager oversees departments that operate within several functional areas including the Town Clerk, Council on Aging, Finance, Community Development, Public Works, and Public Safety. The elementary schools are a department of the Town. They are largely overseen by their school committees and the superintendent, yet the Town Manager serves as a liaison and financial officer to the schools.

The department heads are appointed by and report to the Town Manager. A variety of other officials – such as the Conservation Commission, the Council on Aging, the Board of Health, and others – are also appointed by the Town Manager. Fire protection is provided by the Williamstown Fire District, an independent governmental entity governed by three elected commissioners.

The Town Manager is responsible for a total budget of more than \$26 million. The Town has approximately 99 employees in departments reporting to the Town Manager. The Town’s equalized value exceeds more than \$1 billion.

As chief executive officer, the Town Manager oversees the day-to-day operations of Town government and is the Select Board’s key point of contact. The next Town Manager will find a talented group of department heads that work collaboratively in the planning and delivery of Town services. The Town Manager is responsible for many critical areas including, but not limited to:

- Supervising and managing the on-going operations of the Town’s departments, programs and services,
- Providing oversight in key personnel functions including labor relations and adherence to human resource laws and regulations,
- Providing professional consultation to assist the Select Board in making informed decisions regarding Town operations and policy matters,
- Coordinating, submitting, and administering the Town’s annual budget,
- Overseeing the Town’s capital improvement plan and its long range financial management plan.
- Addressing the issues and concerns of citizens, businesses, and institutions as they may relate to the Town’s planning and governance.



CHALLENGES AND OPPORTUNITIES

In a neighborhood-centric community that is accentuated by resident involvement and active participation in civic events, the next Town Manager can expect to work closely with the Select Board, Department Heads and community stakeholders on the following challenges and opportunities:

Public Safety – Williamstown, like many communities, struggled with discussions of policing, diversity, and safety over the last year. The Town is committed to improving operations and expects the new Town Manager to be a critical part of that process. More information about the events that led to the eventual resignation of both the Police Chief and the Town Manager can be learned online and by contacting Lee Szymborski or Michael Jaillet of GovHR USA.



The incoming Town Manager can expect that the issues raised over the last year and the forthcoming recommendations from an independent investigation will have significant bearing on the recruitment and hiring of the Town's next Police Chief, an assignment that will be near the top of the new Town Manager's to-do list. The Town Manager's selection of a new Police Chief will have great impact on the police department's future management and manner of policing.

To that end, the Town of Williamstown is conducting the [Williamstown Cares study](#), a community-based participatory research project that will help the town to better understand the community's needs regarding public safety and wellness. The new Town Manager will have the results of that study as a resource in making decisions around public safety and wellness. Just as important, it will be crucial for the next Town Manager to possess the empathetic capacity, strategic foresight, and leadership skill, in concert with the Select Board, to rebuild and regain the community's trust in Town government.

Issues on the Minds of Residents – Williamstown citizens are actively engaged in their local government and stay abreast of civic matters. Diversity of opinions is also cultivated and informs the dialogue with and among elected officials and community stakeholders.

Community feedback sought in conjunction with this recruitment captured much of what was on the minds of Williamstown's residents. Community members talked about many of the Town's strengths, opportunities, and challenges as it relates to the richness of their hometown's multiplicity and openness. Residents find the Town an enviously desirable place to live and they underscored many of the characteristics they believe that add to the vibrancy of Williamstown. They are proud of its progressiveness, its tolerance for differences and the depth in which residents care deeply for their community.

Community members also called out a number of issues the Town is currently addressing, such as affordability and availability of housing in a community with high property values, the importance of examining and approaching community and Town management issues through a lens of diversity, equity and inclusion, and the importance of development opportunities that will contribute to the Town's economic vitality and sustainability.

Accordingly, the Select Board and the community's citizens seek a visionary and confident leader in their next Town Manager, one who is capable of identifying and comfortable in guiding Town leaders in addressing these issues.



Town Finances – The Town is in a strong financial position. As evidence of its financial stability, the Town of Williamstown has a healthy reserve of an unassigned general fund balance. As well, Williamstown is rated Aa1 by Moody's Investors Service. Like all Massachusetts municipalities, however, the Town's finances are tested by various parameters guiding the generation of new sources of revenues, particularly restraints presented under [Proposition 2 ½](#). The next Town Manager can expect to work closely with the elected and appointed officials on seeking out new sources of revenue as well as continuing to find ways to most efficiently deliver Town services.

Town-Gown Relations – The Town has a robust relationship with Williams College. The two institutions' histories have been tied to each other since the area's settlement in the late 1700s. Today, those bonds remain strongly intertwined, and the Town's culture, activities and profile are linked to the College. Other community institutions – the Williamstown Theatre Festival and the Clark Art Institute, for instance – also attribute their heritage to the College. As such, the next Town Manager will be expected to maintain those strong ties by working collaboratively, confidently, creatively, and objectively with College officials. Additionally, Williams College is also updating its master plan. The Town Manager will be involved in that process wherever the College and the Town's operations intersect.



Community Involvement – In a community where residents and visitors have high customer-service expectations and value involvement in civic affairs, the next Town Manager should be comfortable having a visible role in the community, easily interacting with, and embracing a diverse array of residents, individuals, businesses, and organizations. In this same vein, a high-visibility and collaborative management approach among Town employees is also expected.

Infrastructure, Capital Projects, and Land Planning – Long range planning is commencing for Williamstown. This past year, Town Meeting approved the initial budget for updating our Master Plan. That process will be managed by the Planning Board and a Master Plan Steering committee with significant support and input from the Town Manager. Consequently, the next Town Manager can anticipate using the Master Plan to set goals and prioritize others actions, as well as provide forecasting for how the Town can keep on top of infrastructure and capital demands, as well as the ability to plan for the future in a community of 47 square miles, a third of which is buildable.

Like many older municipalities, infrastructure and capital improvements are always at the forefront of attention, and that is no different in Williamstown. The new Town Manager can expect to address how the community can accommodate the need for new fire facilities. The issue presents a mix of decision points that the Town Manager and Board of Selectmen must take into consideration. They include conservation, preservation, location, and financial issues, and that the Fire District is its own governmental agency.

In addition, more than 40% of Williamstown's permanent residents are over the age of 60, and the community's senior center is more than forty years old. Thus, the facility's ability in the future to meet an expected growth in programming will likely need examining.

Williamstown has committed to a Net Zero Greenhouse Gas emissions by 2050 and has committed to developing and begin implementing a comprehensive climate action plan by 2023 (Article 34, 2021 Annual Town Meeting).

Organizational Processes – The new Town Manager is responsible for the organization. The new Town manager will be expected to look at the organization and over time, evaluate service delivery processes, procedures and methods, and resource-sharing. For instance, recent projects include an audit of the Town's human resources systems, and a hearty list of improvements calls for attention.

The Select Board is dedicated to progressive, innovative, continuous improvement and sees this recruitment as an opportunity for a fresh look at the organization. At the same time, the next Town Manager joins a team of professionals that have varying levels of tenure in the organization. The new Town Manager will be expected to nurture staff development in a collaborative, collegial and open-minded organizational culture.

WILLIAMSTOWN, MA



CANDIDATE QUALIFICATION CRITERIA

The Town is seeking highly professional candidates who are passionate about their work. The following education, experience, management, and leadership criteria have been identified by the Williamstown Search Committee, Town staff and a broad variety of community stakeholders as important skills and abilities for the candidates to possess and demonstrate.

DESIRED SKILLS AND EXPERIENCE

- A bachelor's degree or any equivalent combination of training and experience that brings the knowledge, abilities, skills, and leadership to the management of a complex organization.
- A Master's degree in public administration, business administration or other advanced executive level training such as ICMA credentialing, or the MA Municipal League's Suffolk University training will be viewed favorably.
- At least five to seven years of increasingly responsible public, private or non-profit sector executive level experience.
- Proven managerial and interpersonal skills to lead a dynamic, financially fit organization in an active, engaged, and highly-educated community.
- Possess strong financial management abilities, including financial forecasting, revenue enhancement, capital improvement programming, and budget development and control.
- Have an appreciation for a community that values progressive thinking combined with a budget-conscious ethos.
- Be skilled in working with elected officials as a group, and in a system of committees, boards and commissions. An understanding and appreciation for the Open Town Meeting form of government is helpful.
- Possess cultural proficiency and comfort working with politically underrepresented communities.
- Have an appreciation for working in a municipality where an institution of higher learning is a major part of the community's social, cultural, and economic fabric.
- Have the experience and judgment to recognize the need for change when it arises, and the leadership skills, political savvy, technical competence, will and courage to effect such change.
- Have experience in delivering a contemporary human resources program for Town employees, developing and maintaining strong work relationships with union and non-union Town staff that builds morale while also holding employees professionally accountable.
- Have experience in developing and maintaining training programs. Article 37, passed at the [2020 Annual Town Meeting](#), provides recommendations regarding increasing equity training in Williamstown.
- Have management experience in creating an environment of trust, integrity, and mentorship where employees respect one another and where the organization consistently functions at a high level of customer service.
- Have an understanding of economic development and how the Town can craft meaningful and sustainable economic development initiatives.
- Have experience in intergovernmental relations, working with appropriate local, regional, state, and federal jurisdictions and agencies in a constructive and cooperative manner, presenting and representing Town-approved policies in an effective manner.
- Have a successful record of working with community institutions, business leaders, and citizens' groups in a cooperative and friendly manner; open to input from all and with the grace to handle criticism constructively, particularly when the criticism is not diplomatic.

MANAGEMENT STYLE AND PERSONAL TRAITS

- Have a background of professional and personal integrity and honesty and of leading/motivating personnel by example.
- Have the maturity, self-confidence, and strength of professional convictions to provide administrative insights and administrative counsel to the Select Board and staff, being able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.
- Provide guidance, advice and counsel in a manner that is impeccably objective, based on facts with honesty and integrity.
- Have an appreciation for living in a small-town setting, yet one characterized by a high level of sophistication, education, and culture.
- Be an articulate and an effective communicator, both orally and in writing; be someone who is comfortable listening to and talking with a wide spectrum of people; someone who can clearly and concisely present written and oral information to decision makers; willingly share information as appropriate.
- Be a strong administrative leader and be able to help Staff to identify, analyze, prioritize, and thoroughly deliberate and address administrative and management issues which are critical toward meeting both current and longer range needs of the overall community.
- Be comfortable in delegating responsibility and authority to professional staff as a team player while remaining informed and conversant on the status of all programs and projects.
- Possess well developed organizational skills with the ability to balance numerous projects and issues.
- Be a “people person,” sincerely personable, patient, calm and accessible. Have a sense of humor.
- Be one who can establish trust quickly with others and one who can relate to all elements of the community. Be one who genuinely embraces diversity.
- Have a genuine passion for public service; be an energetic, “can-do” person with a genuine enthusiasm for Town government, and be willing to have a long-term commitment to the organization.
- Promote a strong, service-oriented, “customer relations” approach by all employees in dealing with citizenry.
- Be proactive, anticipatory, and innovative.
- Be someone who can make difficult decisions and stand behind those decisions.



WILLIAMSTOWN, MA



COMPENSATION, BENEFITS AND THE ORGANIZATION'S CULTURE

- The Town Manager is appointed by the Board of Selectmen. Residency is required within a reasonable time after appointment. Starting salary range: \$125,000 – 145,000+/- DOQ, plus exceptional benefits.
- The organization prides itself on its commitment to customer service and teamwork. Staff has a lot of daily interaction with one another and report strong interdepartmental relations. The Town's organization is lean and staff possesses a high-output work ethic.
- The Select Board possesses a strong respect for Town staff's work. Among themselves, elected officials are collegial and respectful of differing perspectives and points of view.
- The Town is an Equal Opportunity Employer, consistent with the "Not in Our County" pledge adopted at the [2020-21 annual town meeting](#) and seeks to attract the most talented people from a diverse candidate pool, and strongly encourages women, people of color, LGBTQ individuals, people with disabilities, and veterans to apply.

HOW TO APPLY

Candidates should apply by August 30, 2021 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of Lee Szymborski, Senior Vice President and Michael Jaillet, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Tel: 847-380-3240.



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