



-Position Posting-

City Manager
City of Meriden Connecticut

The City of Meriden has an immediate opening for the position of “City Manager”. Meriden has a total budget of more than \$190 million, half of which is the Board of Education budget. The City has over 600 full time employees in 12 departments. The City Manager has the appointment authority over all department heads with the exception of the Finance Manager who is appointed by the City Manager, subject to the approval of City Council.

Meriden is a diverse community, proud of its many cultures. It is important that the City Manager demonstrate a commitment to recruiting for a workforce that more closely represents the demographics of Meriden.

Salary range: \$160,000 – \$170,000

If you are interested in this excellent career opportunity, please submit your application and resume to the City of Meriden, Human Resources Department, 142 East Main Street, Meriden CT 06450 or online at:

<https://tinyurl.com/meridencareers>

Applications and resumes must be received or postmarked by Wednesday, December 13, 2023.

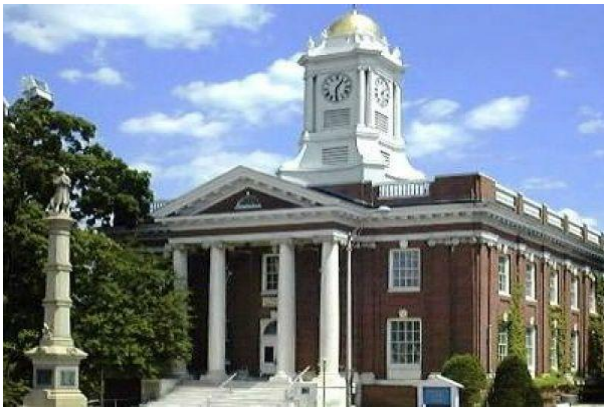
For additional information or if you are interested in learning more about the City of Meriden, please visit our website at: <https://www.meridenct.gov/>

The City of Meriden shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation on the application or testing process, please contact the Human Resources Department.

EEO/M/F/QID

-Community Background-

The City of Meriden is a thriving, diverse, full service mid-size city located in Central Connecticut, within minutes of New Haven and our state capital, Hartford. Meriden is a community of 60,838 residents knit together by award winning schools, spirited civic, service and cultural groups and activities. Our City includes 24 square miles with well-preserved geological features, over 3,000 acres of municipally owned park space and 74 different recreational areas. We are located at the “Crossroads of Connecticut” and conveniently located just 2 hours from New York City and Boston. Meriden has its own Water & Sewer Facilities, Meriden Markham Airport, a centrally located Public Library, 2 high schools, Hunter Memorial Golf Club (ranked in the top 10 of public golf courses in CT) and a wonderful linear trail system. The City of Meriden operates under City Manager/City Council form of government with a popularly elected Mayor, elected Board of Education and 25 appointed boards and commissions.



City Hall, Meriden CT



Castle Craig, Meriden CT



City Manager

NATURE OF WORK:

Meriden operates under the Council/Manager form of government. The Meriden City Council appoints the City Manager and is the highest non-elected position within the City. The City Council consists of 12 elected officials elected for 4-year terms, with 8 elected by district and four elected at large (the terms are staggered). The Mayor is elected at large for a 2-year term and is the chief elected officer for the City.

Meriden has a total budget of more than \$190 million, half of which is the Board of Education budget. The City has over 600 full time employees in 12 departments. The City Manager has the appointment authority over all department heads with the exception of the Finance Manager who is appointed by the City Manager and subject to the approval of City Council.

Meriden is a diverse community, proud of its many cultures. It is important that the City Manager demonstrate a commitment to recruiting for a workforce that more closely represents the demographics of Meriden.

Performs other functions as may be designated by the City Manager with City Council approval.

EXAMPLES OF WORK:

The City Manager will be an integral part of the community's ongoing economic resurgence. The Economic Development staff work closely with the Meriden business community and state officials. The City Manager is expected to bring optimistic, can-do business approach to economic development and redevelopment.

The City Manager will work closely with elected officials and senior staff to address any additional reductions in state revenue sharing.

The City Manager should have experience in succession planning and in the recruitment and selection of key staff.

The City Manager is expected to be a collaborative leader who will listen, build relationships and embrace diversity. They will have a positive outlook and be genuinely excited with being an integral part of Meriden's future success. Candidates will have experience with cities similar in size and demographics to Meriden and be skilled in municipal finance, economic development and collective bargaining community.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS:

Candidates must have the ability to develop an effective, collaborative working relationship with the Mayor and City Council and City department heads. An approachable, team-oriented style will be key to the success of this position. In addition, candidates must possess demonstrated leadership and management skills with the ability to establish a strong working relationships with staff at all levels of the organization.

Candidates will ideally have experience in municipal finance and budgeting, understanding the complexities and challenges of municipal budgeting in an environment of increasing expenses and decreasing revenues.

Candidates will ideally have experience in economic development with the ability to leverage state and federal funds, strategize creatively regarding redevelopment options, structure incentive packages and provide appropriate oversight of municipal regulatory processes ensuring an efficient permitting process.

Candidates should have successful human resource management and collective bargaining skills with experience in contract negotiation, grievance processes and promotion and discipline in a unionized environment, with a record of fairness in dealing with all employees.

Candidates will be committed to recruiting for a diverse workforce that reflects the demographics of the community.

Candidates should have experience in process improvement and in the evaluation of municipal services ensuring that high-quality services are offered in a cost-effective manner; candidates must be skilled in an inclusive approach to process improvement and in effectively rolling out change.

Candidates should have strong strategic planning skills with the ability to organize, plan and implement multi-faceted projects that include numerous municipal partners as well as state, federal and regional organizations.

Candidates must have the ability to form key partnerships with other units of government, particularly in schools in order to effectively address budget and finance issues.

Candidates must have strong written and oral communication skills and should have the ability to tailor communications and presentations to connect and effectively communicate with a variety of audiences.

Candidates must have a reputation for personal and professional integrity, trustworthiness, and for leading an organization by example and conducting all personal and professional interactions honestly, fairly and ethically.

Candidates should be politically savvy, not political and must have the maturity, self-confidence and strength of professional convictions to provide administrative insights and counsel to the Mayor, City Counsel and staff; and be able to firmly and diplomatically present professional views and carry out administrative decisions in a timely, professional and impartial manner.

Candidates must be able to create an environment dedicated to teamwork and empowerment by seeking input from key staff and then setting the course for the Department Heads to follow with clear expectations and allowing Department Heads to manage and produce results.

Candidates must be skilled listeners willing to hear a different point of view or be apprised of the historical context of some issues.

Candidates must be able to deal with adversity and differing opinions without taking personal offense.

Candidates must be comfortable with and seek out community interaction and engagement, participating in community events and being accessible to the residents and businesses in Meriden.

Candidates should be able to think strategically and articulate a vision for the organization and to work with a diverse group of stakeholders. Candidates must be willing to listen to new ideas; be innovative and creative when addressing those ideas and other issues.

Candidates must have well-developed customer service skills, leading by example and reinforcing responsiveness throughout the organization.

Candidates must display a strong work ethic and an optimistic “can-do” attitude when addressing the complex issues facing city governments in Connecticut.

EXPERIENCE AND TRAINING:

Candidate must possess a bachelor's degree, ideally in public administration, business, urban planning or related field. A master's degree or other advanced degree is highly desirable. Candidates must also have 7 to 10 years of increasingly responsible leadership experience including municipal experience, ideally in an organization of similar size and complexity to Meriden.

The starting salary range is \$160,000 to \$170,000 with excellent benefits. Candidates must reside in Meriden within 1 year of appointment to the City Manager position.