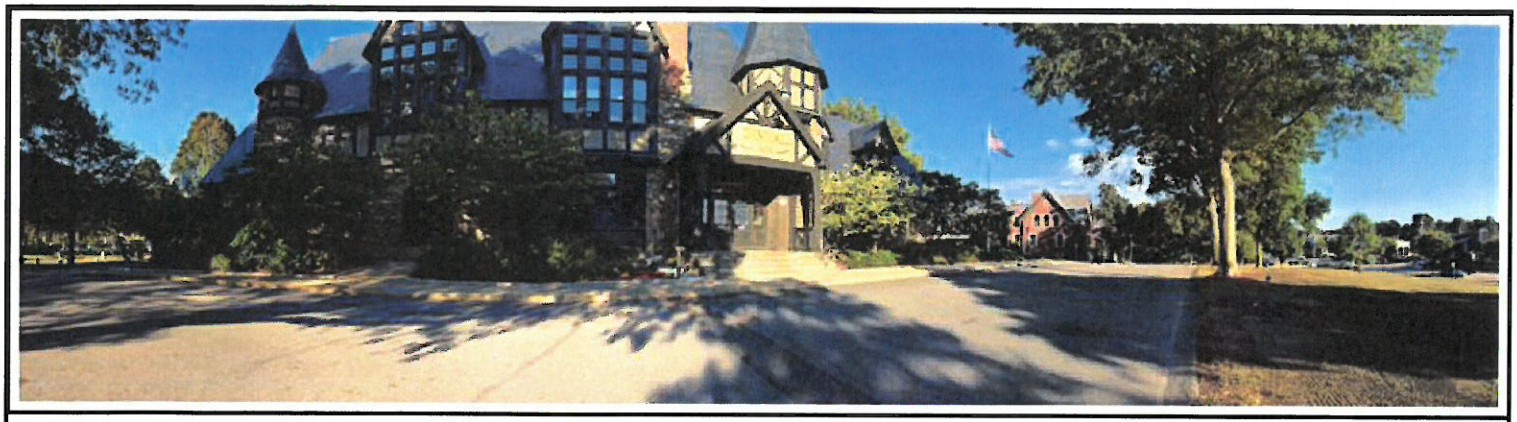
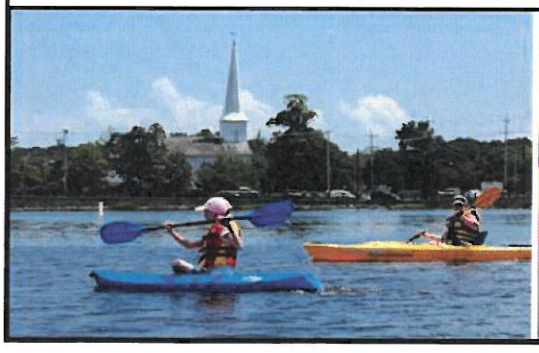
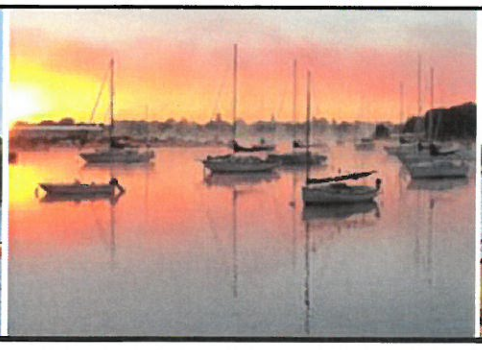
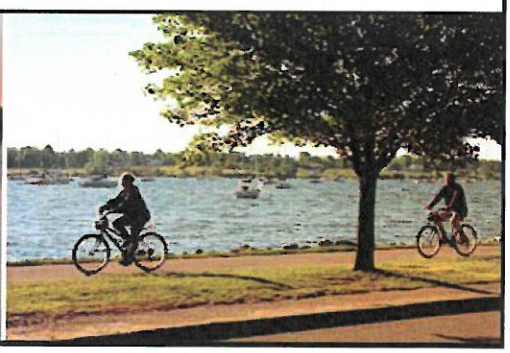


Town of Barrington

Town Manager

Apply by
June 30, 2016

Community Background
The Town of Barrington, RI is a small but vibrant community with historic charm and a rich heritage. Located in Bristol County, Barrington has a total area of 15.4 square miles, of which 8.4 square miles is land and 7 square miles is water. It has a population of approximately 16,500 residents and are conveniently located 7 miles from providence and 44 miles from Boston, MA.

Barrington is best known for the stability of its management, active community participation on boards and commissions, strong municipal services and renowned school system. Barrington has only had 5 Town Managers since the inception of the Town Charter in 1958.

Town Government
The Town of Barrington operates under a staggered term Council-Manager form of government. The Town Council, consisting of five members, is elected at large with elections occurring every 2 years. The Town Council establishes policy, enacts ordinances, and appoints the Town Manager. The Town Manager is responsible for appointment of all Town Department heads, which includes The Town Clerk, Public Works, Fire, Police, Assessors, Finance, Planning, Building and Zoning, Recreation, Human Resources and the Senior Center. The Town employs approximately 117 full-time employees and up to 50 seasonal employees, not including the schools. The Fire, Police, Dispatch and Public Works Departments are represented by unions. The School Department is a department of the Town; however, the School Superintendent is appointed by a School Committee that is directly elected by the residents of Barrington.

The Town's website is www.barrington.ri.gov.

The Position:
The Town Manager is responsible for directing a variety of administrative processes that allow the Town to operate. The primary job is to implement and oversee policies crafted by Town Council. He/she is also responsible for documenting and presenting the Town budget as well as interfacing with the community to develop new programs.

The Town Manager monitors, reports on and makes recommendations regarding the Town budget. He/she works with the heads of each department to make sure that Town finances remain balanced. The Manager prepares budget reports and delivers information to Town leaders and the public regarding the fiscal state of the municipality.

The leader of each department reports to the Manager. The oversight of these department heads allows for continuity of standards and policies across all departments. Departments include Public Works, Fire, Police, Assessors, Finance, Town Clerk's office, Planning, Building and Zoning, Recreation, and the Senior Center.

The Town Manager directs internal operations and external relations. The Manager is responsible for hearing the concerns and requests of his/her community and bringing them to the Council. The Manager must anticipate municipality needs and create programs to address them. Internally, he/she is responsible for implementing and overseeing policies to ensure all procedural requirements are followed.

CHALLENGES AND OPPORTUNITIES

The new Town Manager will need to earn the respect of the community and employees, while accepting the inevitable comparisons to his/her predecessor. He/She must have a reputation for holding him/herself and others to the highest standards of integrity and accountability. The Town Manager must also be fully committed to the concept of transparency and openness in government, ensuring those concepts are practiced throughout the organization.

He/she can expect to work closely with the Town Council and staff on the following challenges and opportunities:

- The Town manager will be expected to carefully examine Town expenditures in an effort to find efficiencies and alternative methods for service delivery without relying on tax increases.
- Continue to enhance and maintain the Town's various partnerships in an effort to keep Barrington a beautiful, vibrant place to live, work, shop and visit.
- Continue, and whenever possible, enhance the Town's excellent relationship with the residents, business communities, school department, utilities, water authority and other municipalities.
- Work with ***new*** Council members to help define their role and to assist the Council in maintaining a good balance and in working as a team. The Council consists of 5 members voted in by residents. They serve a 4 year term, with 3-2 staggered terms. In November, three (3) council members will be elected.
- Work with the Department Heads to be their leader and to create a strong "team."
- Continue to work with union representatives to maintain and enhance union relations. All 4 contracts are settled until June 30, 2019.
- Helping the Council in meeting the Town's affordable housing obligations.
- The construction and financing of a new middle school.
- Increased economic development.

Other:

- Candidates must be enthusiastic about participating and being very active in community civic organizations.
- Candidates must be willing to commit to a reasonable tenure in service to the Town of Barrington, and embrace living in such a magnificent waterfront community.
- By charter, the Town Manager must establish residency within 6 months of assuming office.

Education and Experience

- A Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Economics, or related field. A Master's Degree is highly desirable.
- Five to seven years of progressively responsible experience in Municipal Government.
- An ICMA Credentialed Manager or similar designation preferred.

Compensation
Starting salary is competitive depending on qualifications with an excellent municipal benefits package.

Application Procedure

The Town of Barrington offers a competitive benefits package and is an Equal Opportunity Employer. Candidates should apply at once but no later than June 30, 2016 with resume, cover letter and salary history to our Human Resources Department at humanresources@barrington.ri.gov.

The Town of Barrington is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by June 30, 2016 (first review of applications on June 30, 2016). Applications, supplemental questions, resumes, letters of recommendation, and cover letters will only be accepted through humanresources@barrington.ri.gov.