



# Town of Brighton

VERMONT

Town of Brighton

## Town Manager







## The Position

The Town of Brighton is seeking a proven leader to serve as the Town Manager. Appointed by and reporting directly to the Select Board, the Town Manager serves as the Chief Administrative Officer of the Town, working under the policy direction and goals of the Select Board. This position implements priorities and directives of the Select Board and ensures they are kept informed of functions, activities, and programs, as well as legal, social, and economic issues affecting Town activities. As an administrative and municipal expert, the Town Manager recommends and provides advice to the Select Board on all personnel, fiscal, and planning and zoning matters affecting the Town.

The Town Manager supervises daily operations of the Town government, directs multiple work functions, and provides leadership and direction to the heads of Town departments. These department heads include the Town Administrator, Road Foreman, Buildings & Maintenance Staff, and Recreation Director. The Town Manager oversees labor relations and human resources and consults with Department Heads regarding the hiring of Town staff and recommends disciplinary actions as warranted.

The Town Manager recommends and advises the Select Board on all ordinances, resolutions, and other items required for adoption and develops and proposes the annual operating and capital budget. Additionally, the Town Manager prepares monthly, and annual financial reports, and others as needed, and provides information on future operational needs, policy matters, and regulatory requirements. The Town Manager is also responsible for advising the Select Board of the Town's financial condition.

The Town Manager facilitates internal and external communication and represents the Town at various meetings, functions, and events throughout the community. The Town Manager engages the community and effectively represents the Town to the public and outside agencies. The Town Manager interprets the Town's comprehensive plan, zoning, and other regulations to the public, contractors, and developers. The Town Manager oversees all work done on the Town's streets, sidewalks, buildings, parks, and other infrastructure.

## Priorities

- Provide consistent leadership and foster a welcoming, empowering, inclusive, and collaborative team environment that enables Town staff to provide the highest level of service possible to the community and its visitors.
- Continue fiscal responsibility by promoting prudent financial planning with a view of short and long-term capital and staffing needs, maintaining appropriate reserves, and providing accurate financial information for decision-making.
- Prioritize maintenance and investment in quality infrastructure focusing on clean drinking water, efficient wastewater processing, effective stormwater management, proactive street maintenance, and modern communication technology.
- Continue professional development and training personally and for staff and work with department heads on succession planning for key positions.

## The Successful Candidate

The ideal candidate brings highly developed communication skills and maintains objectivity in working with elected officials. The successful candidate has a strong history of developing effective relationships and partners with the Select Board to provide sound advice and guidance. The successful candidate will take time to listen and learn the flow of operations in a town with a shrinking year-round population and huge fluctuations in population during the summer months and weekends.

The highly personable Town Manager brings a fresh and compassionate, measured voice and perspective to the Town while always remaining open-minded. The leader will exhibit the community's values of tolerance, preservation of Island Pond's unique character, and a balance of resident, visitor, and business interests. The Town Manager will bring a longterm perspective that will help the Town prepare for continued excellence in the future. The new Town Manager is highly tactical and has a deep understanding of developing and implementing strategic plans and initiatives. A strong work ethic and a proven track record in local government management, the ability to motivate others, and practical problem-solving skills are vital to the candidate's success. The ideal candidate will be articulate, patient, strong, and engender trust through their own personal integrity. The ideal candidate will be organized to tackle a variety of projects, provide analysis that is both fiscally and environmentally responsible, and bring both interpersonal and technical savvy. Strong financial background with a commitment to long-term financial sustainability and a deep understanding of budgets, from development to implementation, is necessary for the success of the next Town Manager.

## Qualifications

Master's degree in public administration, business administration or other appropriate discipline, plus 4 to 6 years of relevant technical and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Broad base of technical knowledge and skills related to municipal government operations, including public works and engineering, community relations, relevant state and federal law, grant writing and administration. Strong technical knowledge and skills related to budget and personnel management. Relevant experience with computerized management information systems.
- Excellent planning, organizational, administrative, personnel and budget management skills.
- Strong analytical, and general problem-solving skills. Relevant experience in developing policies and procedures, and in interpreting complex laws and regulations.
- Ability to deal effectively with and represent the Town to a wide range of individuals and groups outside Town government, as well as Town officials and personnel, frequently regarding highly sensitive and/or controversial matters. Good general public relations, negotiating, and coordinating skills.



## Inside the Town

The Town of Brighton operates under the select board-manager form of government with the three-member Select Board elected for three-year, staggered terms. Fire protection services are provided by the independent Brighton Volunteer Fire Department although the station and equipment are owned by the town.

The Town has 12 full and part-time, year-round staff members and approximately an additional 6 seasonal staff during the summer. The Town has a 2022 budget of \$1.5 Million. The Town provides police, street cleaning and maintenance, water and wastewater, zoning and licensing, and building and grounds maintenance services to Town residents, as well as internal service functions such as fleet maintenance, finance, information technology, and administration. Police, water and wastewater services are provided through operational contracts with outside agencies.

## The Community

Brighton is the picturesque gateway to a vast outdoor recreation area filled with limitless opportunities. The Town has a year-round population of 1,157, with summer populations nearly double that due to the large number of camping options. On holidays and during special events, Brighton's population swells to new heights, especially during the Fourth of July and Winter Carnival celebrations.

In the beginning, this little town near the Canadian border was named Random—not very attractive, but descriptive of its remote location. It was hard to get here, so, although the land was granted in 1781, no one came to settle until 1820. By 1830, it had 105 residents, and two years later, its forward-thinking citizens petitioned the legislature for a name change, to something more attractive. Thus, the town became Brighton, with Island Pond as its most prominent village and commercial center.

## Outdoor Recreation

Brighton is centrally located to a multitude of outdoor recreation opportunities. We are home to beautiful Island Pond Lake and Brighton State Park as well as the Bluff Mountain Hiking Trail. This trail connects to the new 20-mile Kingdom Heritage Trail. The Silvio O. Conte National Wildlife Refuge is a short 10 mile ride out of the town limits. Brighton is only 19 miles from Kingdom Trails and Burke Mountain Ski area. If motorized recreation is more to your liking Brighton has an ATV trail system and in winter it is known as the "Snowmobile Capital of Vermont". No matter what your idea of outdoor recreation includes, Brighton has something for you here.

## Downtown

Brighton has a compact downtown featuring restaurants, shops and lodging options just steps from beautiful Island Pond Lake. Recent revitalization efforts have breathed new life into several historic downtown buildings with others currently in the works. The town is in the planning stages of a major infrastructure upgrade that will deliver new sidewalks, water service and streetscaping making Brighton's downtown the subject of many postcard photos.

## Events

Brighton and its downtown village Island Pond is known for its events. Various organizations in town host events every month of the year and are constantly coming up with fun new ideas. This means that while Brighton is a peaceful relaxing place to live, it is never dull.

## Schools

Children in Brighton attend Brighton Elementary School for grades K-8. Small class sizes insure every student receives a quality education while a partnership with a neighboring community school allows our students to have the same educational experiences of one much larger. Our students attend North Country Union High School in Newport and have access to the North Country Career Center.







## Compensation and Benefits

The expected hiring range is \$75,000 - \$100,000, depending on qualifications, with an excellent benefits package, including 100% Town Paid Family Health, Delta Dental, Life & Disability, VEMRS - 100% Town Paid, 11 paid holidays, Vacation & Sick time

Residency within town limits is not required. However, the Town Manager must live within a reasonable distance of the Town, and a relocation package may be included as part of the total compensation.



## How to Apply

Applications will be accepted electronically at <https://TMSearch.BrightonVT.gov> . Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications September 21, 2022.



## Questions

Please direct questions to [TMSearch@BrightonVT.gov](mailto:TMSearch@BrightonVT.gov)

