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# Position Profile

WATERBURY MUNICIPAL MANAGER

WATERBURY MUNICIPAL OFFICE  
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**Town of Waterbury**  
**Town Manager**  
Position Profile

## **Introduction**

The position profile is a summary of the position and the type of person the community would like to hire as the next Municipal Manager. It is intended to provide guidance to candidates for the position as well as those involved in the selection process and will be shared with the interview panel and all candidates. This position profile was developed using the recently updated job description, input from the current Municipal Manager, Search Committee along with other pertinent information from a variety of sources including the Waterbury Town Plan.

## **The Community**

The Town of Waterbury (pop. 5,155) features a rural area and lifestyle, scenic beauty and natural resources, as well as a quality school system. Its' citizens are well educated and with an increasingly diverse population. The Edward Farrar Utility District which covers water, and sewer services to 600 customers in the village area is an independent utility within the Town. In addition, the District provides water service to an additional 200 customers in the Towns of Waterbury, Duxbury, and Moretown. Sewer service is only provided to the 600 customers in the old Village area of Waterbury.

The Town of Waterbury offers a lively downtown and numerous tourist attractions. The community places an emphasis on healthy living and family life along with a business-friendly economic climate. For these reasons and others, the community has become a regional hub and is home to: Ben & Jerry's, the Vermont State Office Complex, and a number of fast growing high-technology employers. The village section of the town grew as a regional transportation and commercial center and was incorporated in 1882 to provide services such as fire and police protection, and sidewalks. The village's public water system was constructed in 1898 and the sewer system was built in 1906.

In 2011, the community experienced a major flood event when Tropical Storm Irene hit the community. Tropical Storm Irene flooded the majority of buildings along Waterbury's Main Street. Given the location of Waterbury's historic village alongside the Winooski River, the flooding was widespread and pervasive. With floodwaters rapidly rising to five feet over portions of Main Street.

With its small-town values, employment opportunities, and recent disaster recovery experience, Waterbury faced the challenge of rebuilding after the destruction wrought by Irene and continues to maintain its thoughtful approach to future development.

Waterbury is a regional employment center, and as of preliminary 2017 data, employs 3,834 individuals, a slight decrease from the number employed in 2000. Much of the variability in Waterbury's employment numbers can be attributed to the shifts in the locations of state employees in the aftermath of Tropical Storm Irene.

Population growth in both the town and village area of Waterbury has been modest over the past several decades. The median age of the town and village (district) combined is just over 41 years. Reported incomes for Waterbury—particularly outside the village—tend to be higher than regional or statewide medians; as a result, poverty rates are typically lower. Waterbury residents are generally better educated than county and state residents on average.

Located between the Worcester Range and Mt. Mansfield State Forest in the Green Mountains, Waterbury's landscape is a patchwork of farm fields, rural neighborhoods, village centers and highly visible and scenic ridgelines. Working farm and forest lands sustained generations of Waterbury residents and remain an essential component of our landscape.

The Winooski River and Waterbury Reservoir are also significant natural resources that have shaped this community. The 1927 flood and, more recently, Tropical Storm Irene remind us of the need to plan and prepare for flood resiliency, mitigation and restoration.

## **The Position**

The current Municipal Manager is retiring in good standing after serving as Manager of Waterbury for the past 34 years.

The Municipal Manager is responsible for supervising and coordinating the overall operations of the town and is responsible for managing the day-to-day affairs under the general direction of the five-member select board as provided for under Vermont law. The Town's annual budget is about \$8.3 million with 25 full time and permanent part-time employees. The town has reserve and trust funds totaling to more than \$2.8 million.

In addition, similar to the Town, the Manager is responsible for managing the day-to-day affairs of the Edward Farrar Utility District under the general direction of the five-member elected District Board. It's operating budget is about \$2.4 million with reserve and capital funds totaling about \$1.8 million and a revolving loan funds with assets of nearly \$2 million. The district has 7 full-time and permanent part-time employees.

The manager plays a significant role in the administration and accounting of all the reserve funds, the investment of the assets of the funds, makes recommendation for lending from the revolving loan funds and manages the loan portfolios, including collection of loan payments.

The position may involve hours beyond the normal workday.

Services provided by the Town include maintenance of town roads, maintenance of town parks, recreational programming, planning & zoning, fire services and a library.

Police services are provided through a contract with the state of Vermont. Rescue services is provided by the private, not-for-profit Waterbury Ambulance Service. Fire Service is provided by the Town of Waterbury Fire Department, which is owned, funded and managed by the town. Fire fighters, including the chief, are paid “volunteers”. The chief is appointed by the Town Manager. They staff two separate stations, one of which is located in the downtown section.

For additional information concerning the position including characteristic duties and responsibilities, minimum qualifications, physical requirements and other related information, please refer to the job description.

#### Fringe Benefits Summary:

- Health Insurance – The Town or District provides a monthly allowance to employees who are scheduled to work 30 hours per week or more to purchase health insurance. In 2022, the allowance ranges from \$827 per month to \$2,048 per month depending on the employee’s family status. Employees pick insurance plans from the state’s health exchange that meets their needs. Depending on the plan chosen, employees may have to pay the difference through payroll withholdings or may direct an excess to an HRA or their own HSA. Employees who can prove coverage through the plan of a family member may decline to buy their own plan choosing to accept a taxable stipend of \$135 per month. The two municipalities make decisions about health insurance, including the value of the allowances, if any, each autumn.
- Retirement – The Town contributes to the Vermont Municipal Employees Retirement system and has elected to offers two (2) plans; Plan B and Plan DC which require employees to contribute 5.625%, and 5%, respectively, of gross wages while the Town contributes , 6.75% and 5.125% respectively.
- Long Term Disability and Life Insurance - The Town provides long-term disability (LTD) insurance for its employees. The insurance pays 60% of an employee’s pre-disability monthly earnings, reduced by deductible income, up to a maximum benefit of \$6,250 per month.

#### **Personal Qualities Expected**

The most important quality desired for the new Municipal Manager is the need for someone with strong people skills. The new Municipal Manager should have excellent communication skills. The Select Board and District Board are looking for someone who brings enthusiasm to the job, has a good sense of humor, and is friendly and welcoming. Strong supervisory and management skills were also identified as being important. An appreciation of diverse styles and talent will help the new Municipal Manager relate well to the staff and community members. The position at times will require decisive action

and the new Manager must be capable of this, while maintaining a collegial atmosphere. Being able to think “outside the box” on occasion is another valued trait.

Technical skills, while less valued than people skills, are still an important part of the job. In particular, having some experience and ability to work through human resource matters in a timely and fair fashion is important. Also important is for someone to have the financial competence to assist in the development and implementation of annual operating and capital budgets, the presentation of financial statements, and to advise the boards about management and investment of reserve and trust funds.

Finally, being able to maintain a clear vision of the future while balancing innovation with the needs of the community will be a plus for any candidate. The Select Board and District Board are both hoping to find a candidate who is kind, respectful and compassionate who can maintain a cohesive team and stay engaged with the public.

## **Future Challenges and Opportunities**

Board Relationships - The Selectboard and EFUD Board work cooperatively in the sharing of resources, staff and equipment to provide the necessary services to the residents of Waterbury in an ongoing basis. The Boards often work together on common policies and addressing issues facing Waterbury.

Members of both the Select Board and the District Board met to develop a list of key challenges facing Board in the future. In addition, a short survey was conducted on-line seeking community input on what the priorities should be. From this information, a series of future challenges facing the community were identified.

### Edward Farrar Utility District Long-term Issues and Goals (in no particular order as to priority)

1. Working with the Duxbury Moretown Fire District to receive their assets including water distribution system to simplify the oversight and operation of the service to the 80 to 100 connections in the Duxbury Moretown Fire District.
2. Complete a major revision to the water and sewer rate structure to update for changes in fixtures and state regulation effecting revenues and changes in public uses.
3. Determine the level of regulation of multiple public uses in the Watershed necessary to protect the community water Supply Source.
4. Determine the future use and disposition of the empty lot at 51 South Main Street.

Town Goals – These are still being finalized and will be available before the end of July.

## **Minimum Qualifications**

The successful candidate will have a minimum of a bachelor's degree from an accredited college in public or business administration along with 4 to 6 years of relevant financial and managerial experience or an equivalent combination of experience and training. Some municipal experience in an administrative or managerial capacity may be helpful.

## **Recruitment and Selection Process**

The goal is to have the new Municipal Manager begin work by November 1, 2022. The tentative schedule is as follows:

| Dates   | Step | Tasks   |
|---|------|---|
| April 25, 2022  |      | Contract Start  |
| April 25 <sup>th</sup> to June 30 <sup>th</sup>       | 1    | Define job qualifications & requirements for position |
| July 4 <sup>th</sup> to July 28th                     | 2    | Advertising Period - Recruit qualified candidates     |
| July 28th   |      | Preferred deadline for submitting applications        |
| July 28 <sup>th</sup> to August 1 <sup>st</sup>       | 3    | Screen/Evaluate applicants                            |
| August 1 <sup>st</sup> to August 14th                 | 4    | Conduct first round of interviews                     |
| August 15 to August 26th                              | 5    | Conduct second round of interviews                    |
| August 29 <sup>th</sup> to September 14 <sup>th</sup> | 6    | Complete reference & background check                 |
| September 15 to September 30 <sup>th</sup>            |      | Employment Agreement negotiations                     |
| October 1 <sup>st</sup>                               |      | Candidate gives 30-day notice to employer             |
| November 1st  |      | Start work  |

The first round of interviews will be conducted by a panel of five screening committee including a mixture of community, Select Board and District Board members. The first round of interviews will be conducted between August 1<sup>st</sup> and August 14<sup>th</sup>. The second round will be limited to the top 2 or 3 candidates and will involve submitting a written response to questions provided to the candidates by the town, a chance to meet with town staff, a tour of the town and town facilities and a formal interview before the Select Board. The final decision for hiring rests with the Select Board and the District Board.

Finalists for the position will be required to pass a background check and a thorough check of references.