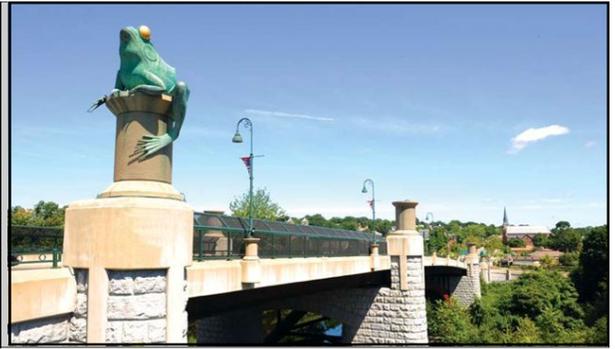


**THE TOWN OF WINDHAM
CONNECTICUT
INVITES CANDIDATES TO
APPLY FOR THE:**



FIRST TOWN MANAGER POSITION

COMMUNITY PROFILE AND HISTORY



Textile Museum

Mill converted to business offices



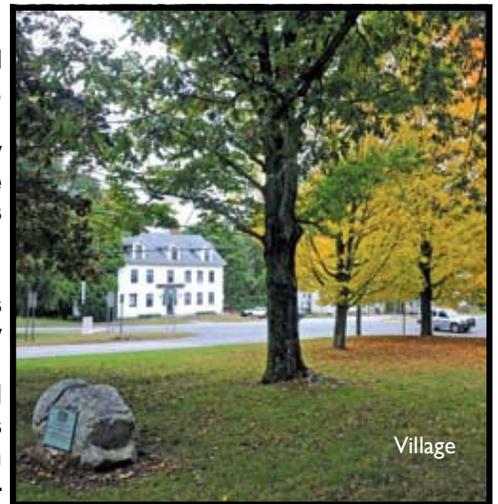
Founded in 1692, Windham is located at the confluence of three rivers. It was settled to take advantage of the water power for saw and grist mills. In the 1800's the town's Willimantic section became a thread and textile capital. Named "Thread City," Willimantic was home to the American Thread Co., the largest manufacturing plant in the world in the 1890s. The town was known worldwide as one of the finest manufacturers of thread outside England. During the past 300 years, the town of Windham has formed a unique mix of rural / urban living and governance. Willimantic outgrew the other sections of town in the early 1800's; it eventually became a separately incorporated borough in 1833 and ultimately a city of its own in 1893. Then, almost 100 years to the date in 1983, the city and town consolidated and became one town again.

Following consolidation, Windham was reconstituted with two taxing districts: (1) the Willimantic Service District, which has its own paid Police and Fire Departments serving the former City of Willimantic; and (2) the Windham First Taxing District, covering the three dis-

tinct villages – Windham Center, South Windham, and North Windham – each with its own volunteer fire department and post office, two with their own libraries and served by the state police. The Town of Windham also has one education budget and an overall Town budget, which makes the development and management of its finances relatively complex.

Located in the Northeastern part of the state, Windham is the center of Connecticut's "Quiet Corner". The town has a rural charm yet is within easy access of such metropolitan centers as Hartford, Providence, Boston, and New York City. Windham's rich history runs the gamut from its pre-Revolutionary War past to its time as a lively manufacturing hub of silk and thread to its fine collection of elegant Vic-

torian and Colonial homes. The town's diverse cultural heritage reflects the world community. Home to Eastern Connecticut State University and only 10 miles from the University of Connecticut, Windham enjoys a level of intellectual, artistic, and cultural activity not often found in a town of its size. New initiatives in Windham include the development of Willimantic's historic thread mills, and the emerging Willimantic Whitewater Partnership, which is planning a whitewater rafting park, walking trails, and other eco-friendly development in the downtown sector.



Village

Form of Government

The previous town government structure followed the traditional Board of Selectmen and the First Selectman as CEO. The town has recently adopted a Town Manager form of government. The successful candidate will be Windham's first town manager, and will lead the transition to provide new opportunities for efficient town operations while encouraging future growth and development. The Town Manager will be hired and supervised by an elected eleven member Town Council— 7 members from the Willimantic Service District, 3 members from Windham Service District and a separately elected Mayor.

About the Windham Community

People

Windham is an eclectic community of professionals, blue-collar workers, small business owners, artists, immigrants, first-time home owners, retirees, students, professors, and other residents. With a residential population exceeding 24,000, the town is the commercial and cultural center of Northeastern Connecticut. Windham is a wonderfully diverse community, with influences ranging from colonial New England to French Canadian, Polish, Irish, Puerto Rican, Central American, African-American, Eastern European and more. Eating establishments, town events, and other community activities all reflect the town's multicultural flavor.

Community Events

Numerous cultural events throughout the year serve to re-energize the town's residents, while also bringing visitors to town to enjoy the fun. The Third Thursday Street Fest; Riverfest; Frogfest; the Valentine's Day Chocolate Festival; the "Boom Box Parade" on July 4; the Victorian Homes Tour; and many other town events give Windham residents something to look forward to in every season.

The Arts

In addition to cultural events in town, several organizations exist to promote and support ongoing arts activities. These include the Windham Arts Collaborative, which offers artists' galleries, studios, and meeting and music performance space; Arts at the Capital Theater (the performing arts magnet school); Curbstone Press, an internationally recognized small press; and the Windham Art Space apartment complex.



A Vision for the Future

Windham's community leaders share a common vision for the town's future, which includes the continued development of the downtown as an art and entertainment center and a mecca for small businesses. Critical to any significant positive change is the redevelopment of Main Street as an attractive location for college students at Eastern Connecticut State University. The Willimantic Whitewater Partnership is another organization focused on revitalizing the downtown area, using the Willimantic River as the source of recreational and community development. The town's vision also recognizes the value of two universities (Eastern Connecticut State University in Willimantic and the University of Connecticut in Storrs) to the region's economic and intellectual growth. Preserving the town's architectural history, including an impressive collection of Victorian homes in the Historic Hill Section and businesses in the Main Street District in Willimantic and Historic District in Windham Center, are another important component of Windham's vision for the future, as is the revitalization of the town's historic thread mills (i.e. the Windham Mills project, a restoration of a 600,000-square-foot abandoned stone mill turned into a vertical industrial park). Based on a Revolutionary War tale, the town's appropriation of the frog as mascot and conversation piece has influenced everything from sculptures to most notable the "Frog Bridge" which provided better access into the downtown from the South, as well as becoming a tourist attraction with its four prominent bronze frog statues. Finally, the cultural diversity of Windham is considered a source of pride that must continue to be nurtured.



Characteristics of the Ideal Candidate

- Thorough knowledge and strong municipal management and public administration skills—ability to educate the community about the Town Manager form of government
- Thorough knowledge of municipal, state, and federal programs and decision-making processes –ability to work with regional agencies and educational institutions.
- Thorough knowledge of financial administration, debt financing, and financial reporting systems—understanding of district budgets
- Thorough knowledge of public personnel administration, labor relations, union negotiations, including the direction, supervision, and evaluation of staff
- Demonstrated experience in economic development, Main Street & revitalization projects
- Demonstrated experience in capital projects, including roads, drainage, public utilities, and bridges
- Enthusiastic and innovative team builder with internal and external groups
- Provide strong leadership for whole town – look at big picture – but understand the different needs of all segments of the community



Qualifications: The successful candidate must hold an undergraduate degree in public administration, political science, business administration or a closely related field. A Master's Degree in Public or Business Administration is preferred. ICMA Credentialed Manager preferred. Five to seven years of increasingly responsible experience in municipal government, including previous experience as Town Manager or Assistant Town Manager is preferred. Ability to speak Spanish a plus.



Challenges and Opportunities

- Develop a strategic plan—assist the Council to refine the Town mission & vision and develop a plan to achieve it.
- Promote the Transition from Board of Selectman form of government to a professional Town Manager/Town Council form of government.
- Carefully analyze community and develop suggestions and recommendations to enhance community—the pieces {Universities (Eastern & UCONN), airport, hospital, river sports, natural resources and beauty, civic & cultural organizations, a strong volunteer spirit} - are in place a manager is needed to help bring the dream to life.
- Communicate clearly to the community about services that are provided and their cost.
- Reach out to community to promote economic development—attract and retain businesses.
- Ability to deal with social and economic challenges in a multicultural environment.
- Opportunity to restructure Town Government, look at opportunities for consolidation of services with schools and neighboring towns.
- The challenge to reorganize the Town Department structure which currently includes 18 department heads reporting to the Town Manager. The Town Departments and Functions currently include: Town Planner, Town Engineer, Building Official, Code Enforcement Officer, Human Services Director, Library Director, Recreation Director, Public Works Director, Controller, Assessor, Collector of Revenue, Town Clerk/Treasurer, Executive Administrator/Personnel Director, Police Chief-Willimantic District, Fire Chief-Willimantic District, Fire Marshal, and indirectly the Water Department Superintendent and Water Pollution Control Superintendent.



Compensation and Application Process

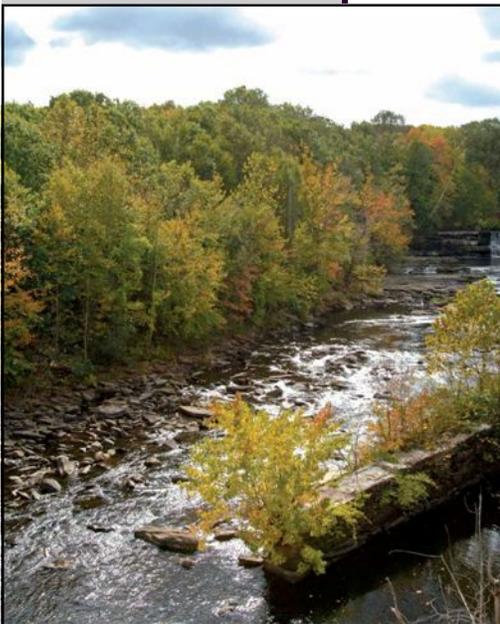
The starting salary for this position is negotiable depending on qualifications & experience - with an excellent benefits package which includes:

- Benefits negotiable - similar to management
- Moving expenses negotiable
- ICMA Retirement Corporation – Plan Options

For more information see the Town web site: www.windhamct.com

Windham is an EOE/AA/Equal Access Employer

If you meet these qualification and want to be considered for the challenges of the first Town Manager for the Town of Windham please mail or email your resume and cover letter by May 22, 2009 to:



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