

# ASSISTANT TOWN MANAGER

*Town of Coventry, Rhode Island*



The Town of Coventry seeks a dedicated, experienced and ambitious professional to serve in the new role of Assistant Town Manager to provide leadership and guidance to the management team through oversight, guidance and mentoring of assigned Departments and professional staff. Development and implementation of programs, policies, and project recommendations in concert with the Town Manager and the Town Council to realize the Vision, Mission and Strategic Priorities of the Town of Coventry.

**Apply by February 11, 2022**, for inclusion in first round review.

Position: Exempt

Starting salary: \$85,000 +

Generous benefits package includes health, dental, vacation, sick, 13 holidays, 401A retirement and 457 deferred compensation.

Salary and benefits negotiable, commensurate with qualifications and experience.

Position open until filled. EEO

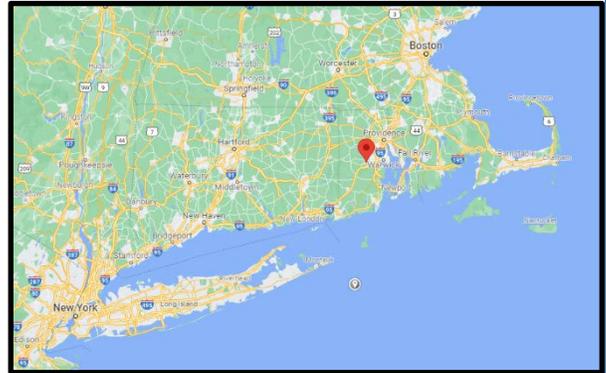
## Community profile

Coventry, a Rhode Island town of 35,688 residents located in Kent County, is predominantly a residential community with outstanding natural resources and opportunity for growth. The Town is poised for greatness as it is in the process of completing a performance audit, a five-year strategic plan and a ten-year comprehensive plan update. Strong candidates interested in being part of a progressive community and a dynamic growth-oriented organization will find a great environment in which to make a meaningful difference and thrive in their career.



### Opportunity summary:

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### Challenges:

In the last year the Town has taken a decisive turn towards more transparent, accountable and effective government with the almost complete turnover of the Town Council and a new Town Manager. The investments being made in performing a performance audit, a strategic plan and a new comprehensive plan is evidence of this administration's commitment to supporting professionalism and integrity in government with an eye to the future. These changes necessitate some departures from the past and the old ways of doing things. Strong administrative leadership is being sought to assist in the study, develop and implementation of best practices.

### Position summary:

The **Assistant City Manager** reports to the Town Manager, and may serve as Acting Town Manager as necessary. This position collaborates with the Town Manager to advise the Town Council and to lead the Town's Management team on all matters, and assists departments and divisions with assessing policies, programs and staffing solutions. The Assistant Town Manager coordinates, facilitates, and provides high-level project management for strategic planning and change efforts to ensure wide-spread stakeholder understanding, momentum, buy-in, and commitment to address multi-faceted problems and implement sustainable solutions.

The Assistant Town Manager will provide direct supervision of certain departments as assigned by the Town Manager and meet regularly with members of the Management Team and other key employees to ensure an operational understanding of projects and issues affecting assigned departments. The successful candidate must conduct their work with the highest integrity, and demonstrate proficiency in communicating effectively, be adept at making good judgement, possess a record of sound decision making, and be able to provide exceptional leadership for a municipal organization. A history of utilizing creative problem solving and possessing the confidence and ability to make presentations to employee groups, the Town Council and the public is essential. Candidates should possess the ability to adapt to and accept change at a rapid pace while being respectful and sensitive to the organizational history and culture.

## QUALIFICATIONS

### EDUCATION AND EXPERIENCE REQUIREMENTS:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities required to perform the duties as described. For instance, a Bachelor's degree and five years local government or business management experience with a minimum of three years supervisory experience is one example that may meet this criteria.

**KNOWLEDGE:** Knowledge of public administration, budgeting, planning and development principles, and best practices in the areas of leadership and management. Knowledge of municipal operations, procedures, practices, systems, and structures. Knowledge of state and federal laws pertaining to public records, open meeting laws, ethics, and elections. Knowledge of conflict resolution, team-building techniques, and personnel performance management. Knowledge of communications including effective methods, emerging trends, best practices and principles for disseminating information, media relations, and social media protocols. State and federal laws pertaining to local government. Effective public presentation methods and techniques. Community outreach and public engagement. Project management, problem solving, performance measurement and reporting. Use of personal computers, technology and related software applications. Knowledge of the principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. Knowledge of town organization goals and Council policy.

**SKILLS:** Strong leadership, conflict resolution, negotiation, and problem-solving skills. Competent skill in the use of computers, programs, standard office equipment and related technology to perform routine tasks. Possess strong customer service skills. Strong interpersonal, oral, and written communications skills adaptable to a variety of audiences. Competence in business English, spelling, and punctuation. Strong time management, reasoning, and analysis combined with excellent judgment and professionalism.

**ABILITIES:** Ability to develop and maintain effective working relationships with management, coworkers, elected officials, and the public. Communicate effectively with co-workers, management, elected officials, and the public. Work with people in stressful situations that may involve individuals who are distraught or highly stressed. Foster a positive attitude among staff that encourages cooperation, coordination of efforts, efficient and ethical use of resources, and a strong customer service commitment. Display excellent interpersonal skills and awareness of controversial and/or sensitive issues. Ability to self-motivate, work independently and set and meet goals and deadlines. Recommend and implement tools and software to broaden and deepen the city's communications efforts. Manage multiple projects and tasks while prioritizing as needed. Foster relationships with community partners and work as a member of an internal collaborative management team. Apply contemporary management theories and practices. Innovate. Think critically. Write clear and concise communications to a varied constituency. Problem-solve. Make effective presentations. Promote positive public relations. Provide excellent customer service. Ability to maintain efficient and effective systems and procedures. Ability to think, follow direction and challenge the status quo. Ability to function in an intense work environment with numerous interruptions and conflicting demands. Ability to elicit information and cooperation from individuals and groups. Ability to honor the confidentiality required of this position. Ability to manage multiple demands and deadlines occurring simultaneously. Physical ability to perform the essential job functions. Ability to work a flexible schedule.

**SPECIAL REQUIREMENTS/LICENSES:**

- Valid Driver's License at time of hire

**DESIRABLE QUALIFICATIONS:**

- Master's Degree in Public Administration, Business Administration or related field

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most work occurs under usual office working conditions.

The Town of Coventry is an EEO employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checking, and in the case of safety sensitive positions, drug, and alcohol testing.

The Town of Coventry offers a competitive benefits package and opportunities for continued professional development growth and training.

**How to apply:**

Submit cover letter and resume to [hr@coventryri.org](mailto:hr@coventryri.org), Human Resources, 1670 Flat River Road, Coventry, Rhode Island 02816. First review February 14, 2022. The Town of Coventry is an equal opportunity employer. Questions should be directed to Town Manager Ben Marchant, 401-822-9185.

**Come grow with us!**

