



Town Manager

Town of Hebron, Connecticut

An Exceptional Leadership Opportunity in a Vibrant New England Community

The **Town of Hebron, Connecticut** is seeking an experienced and collaborative public sector leader to serve as its next **Town Manager**. This is an exciting opportunity to lead a well-managed community with a strong civic culture, engaged residents, and a commitment to high-quality municipal services.

The Town Manager serves as the **Chief Executive Officer of the Town**, responsible for providing leadership, operational management, and strategic guidance for all municipal functions. Working under the direction of the **Town Council**, and in collaboration with boards and commissions, community organizations, and the Hebron Public Schools and Regional School District 8 (Andover, Marlborough, and Hebron), the Town Manager ensures effective delivery of services while advancing the town's long-term goals.

The position oversees a **municipal operating budget of approximately \$40 million** and leads a dedicated municipal workforce focused on maintaining Hebron's high quality of life.

About Hebron

Located in eastern Connecticut, Hebron is a welcoming New England community known for its rural character, strong sense of community, and excellent public services. Residents value the town's natural beauty, open space, and family-friendly environment.

Hebron is home to one of the largest agricultural fairs in Connecticut – the Hebron Harvest Fair, hosted by the Hebron Lions Club each September. The Town Center Project sponsors a Summer Concert Series and two beloved seasonal events: the Hebron Maple Festival in March, celebrating the tradition of maple syruping, and the Harvest Moon Festival, a spooky, ghoulish gathering along Main Street in October. Depending on the season, you may spot scarecrows or snofolk decorating the downtown area as you relax in one of the beautifully decorated Adirondack chairs nestled among some of Hebron's most beautiful historic buildings.

Hebron operates under a **Council-Manager form of government**, which emphasizes professional administration and collaborative policy leadership between elected officials and professional staff.

The Role

The Town Manager is responsible for the **overall administration and management of municipal government**, implementing policies adopted by the Town Council and ensuring efficient, transparent operations across departments.

The successful candidate will be a motivated self-starter, **strategic thinker, and a collaborative, inclusive leader** who can effectively manage municipal operations while maintaining strong relationships with elected officials, employees, residents, and regional partners.

The Town Manager provides leadership in areas including:

- Municipal administration and organizational leadership
- Financial management and budgeting
- Strategic planning and capital improvement planning
- Personnel management and labor relations
- Economic development and community planning
- Intergovernmental coordination
- Public communication and community engagement

Organizational Leadership

The Town Manager oversees all municipal operations through a management team and provides leadership to a diverse group of departments and services.

Direct reports include:

- Finance Director
- Director of Administrative Services
- Director of Planning and Development
- Director of Public Works
- Director of Parks and Recreation
- Library Director
- Senior Services Coordinator
- Fire Chief
- Fire Marshal
- WPCA Administrator
- Administrative Secretary
- Assistant Town Clerk
- Building Maintainer
- Animal Control Officer
- Five Hebron Police Officers

The Town Manager works under the general policy and strategic direction of the **Town Council** and in accordance with the **Town Charter**.

Key Responsibilities

Lead Municipal Operations

- Provide day-to-day oversight of all municipal departments and operations.
- Ensure compliance with the Town Charter, ordinances, and state laws.
- Evaluate departmental performance and maintain high standards of public service.

Support the Town Council

- Advise the Town Council on policy and operational matters.
- Attend and participate in Town Council meetings.
- Prepare agendas, reports, and recommendations for Council consideration.

Manage the Town's Finances

- Develop and administer the annual operating budget.
- Work closely with the Finance Director and Board of Finance on fiscal planning.
- Present the annual budget and financial reports.
- Oversee long-range financial planning and the Capital Improvement Program.

Oversee Personnel Administration

- Appoint and supervise department heads and town officers in accordance with the Town Charter and when required, approval of the Town Council.
- Oversee personnel policies, employee relations, compensation, and benefits.
- Lead or oversee negotiations with employee collective bargaining units.

Promote Economic Development

- Work with the Director of Planning and Development and relevant boards and commissions to support and promote economic growth and development.

Manage Municipal Assets

- Oversee management, maintenance, and inventory of Town facilities and property.

Serve as Chief Procurement Officer

- Oversee purchasing of goods and services and ensure compliance with procurement policies and state regulations.

Foster Collaboration and Community Engagement

- Maintain strong working relationships with residents, local organizations, regional partners, and state agencies.
- Support transparency and responsive communication with the public.

The Ideal Candidate

Hebron seeks a **forward-thinking and collaborative leader** with a strong background in municipal management and public administration.

The ideal candidate will demonstrate:

- Extensive knowledge of **municipal operations and public administration**
- Demonstrated experience in **budgeting, financial planning, and capital projects**
- Strong leadership and organizational management skills
- Experience in **labor relations and collective bargaining**
- Exceptional communications skills, including the ability to speak and write effectively and efficiently with all members of the public, elected officials, media, town staff, and boards and commissions
- Experience working with elected officials and community boards
- Ability to develop innovative solutions to improve municipal efficiency
- Strong integrity, professionalism, and commitment to public service

Qualifications

Education

Master's degree in one of the following or a closely related field:

- Public Administration
- Business Administration
- Finance
- Public Policy or related discipline

Experience

Candidates must have:

- **More than 10 years of progressively responsible experience** in municipal government or a related field
- Demonstrated leadership experience as one of the following:
 - Town or City Manager/Administrator
 - Assistant Town or City Manager/Administrator
 - Or comparable executive municipal leadership experience (CFO, CAO)

Additional Requirements

- Valid **driver's license** required.
- Ability to obtain and maintain any certifications or training required for municipal town managers and as required under the **Town Charter and/or Connecticut General Statutes**.
- **Residency in Connecticut preferred but not required.**
- Availability for evening meetings and occasional emergency response.

Why Consider Hebron?

The Town of Hebron offers an outstanding professional opportunity for a municipal executive who values:

- A **supportive Council–Manager government structure**
- A community engaged in local government
- A collaborative municipal leadership team
- Opportunities to lead strategic initiatives and long-term planning
- A high quality of life in a scenic New England community

Application Information

Qualified candidates are encouraged to submit:

- **A cover letter**
- **Resume**
- **Professional references**
- **Town of Hebron Employment Application**

Please submit to: tmsearch@hebronct.gov

Position open until filled. The Town of Hebron is an equal opportunity employer.

Visit Hebron Website: <https://hebronct.com/>

Job Description: <https://hebronct.com/uploads/2026/03/Town-Manager-JD-TVT.pdf>