

# East Longmeadow, MA – Town Manager



## Position Statement

East Longmeadow, MA (16,500 pop.), is a vibrant and growing community located in the Pioneer Valley region of western Massachusetts, approximately 88 miles west of Boston. A residential community with a large industrial section, East Longmeadow has a mix of semi-rural and suburban areas along with growing retail and commercial sectors. The Town has an AA+ rating, strong economy, and good financial management policies. East Longmeadow is led by a seven-member Town Council, with a total FY20 budget of \$60.4 million.

East Longmeadow is seeking an experienced, enthusiastic, and community-focused leader with excellent communication and collaboration skills to serve as its second Town Manager. Preferred candidates should have a Bachelor's degree (Master's preferred) in public administration or a related field and experience as a city/town manager or assistant city/town manager or equivalent, with demonstrated skills and abilities in municipal finance, communications, human resources administration, personnel management, time management, economic development, and community planning. Candidates should have a proven record of municipal leadership and team building, be a self-starter, have a collaborative leadership style, be able to make tough decisions and to work collaboratively with the Town Council, and have experience building cooperative relationships with appointed/elected officials, residents, town employees, and businesses.

Annual salary: \$135K+/- . The successful candidate will receive an attractive compensation package including health and retirement plans, commensurate with qualifications and experience. Residency is required within six months but can be waived by the Council. East Longmeadow is an EOE.

### Important Links:

- [Town of East Longmeadow](#)
- [Town Charter](#)
- [General Bylaws](#)
- [Financial Reports](#)
- [Annual Report](#)
- [FY20 Budget](#)
- [Town History](#)
- [Open Checkbook](#)



# Challenges and Opportunities

## Strategic Planning

The Town is currently in the midst of developing an updated East Longmeadow Master Plan which will serve as a blueprint for the future, guide regulatory changes, land use policies, budgeting decisions, and all community decision making. The next Town Manager will play an important role in finalizing and initiating implementation of this strategic plan.

## Economic Development

Chestnut Street is the proposed site of a large mixed-use development project, currently in the preplanning stage, which may include commercial, retail and office space, along with residential units in the upper floors. A medical complex was recently constructed along the East Longmeadow/Longmeadow line and includes Baystate Health and an office building as well as an assisted living facility and a nursing facility run by Berkshire Health. East Longmeadow's updated master plan is expected to focus on balancing residential neighborhoods with the need for commercial, industrial, and retail investment. The Town has water and sewer available throughout the community.

## Capital Planning

East Longmeadow has a number of future capital needs. The Town's high school is aging and is expected to



need replacement or rehabilitations in the future resulting in the responsibility for a significant portion of the expected cost. The Town's police station is now under study to determine if it should be replaced or renovated and two elementary schools are in need of some repair work.

## Finances

East Longmeadow has a Standard and Poor's rating of AA+ and a Moody's rating of Aa2. The Town is fiscally conservative, and the next Town Manager is expected to run a tight fiscal ship. The FY19 tax rate is \$20.55. Given the state-mandated cap of \$25.00 and expected future building projects, the Town needs to keep a tight rein on spending. Maintaining or improving East Longmeadow's financial strength and bond rating while keeping tax increases to a minimum are priorities. Nearly 60% of the Town's revenue comes from the tax levy, with close to 20% from state aid.



## The Ideal Candidate

- Bachelor's degree in field related to management with a Master's degree in public administration preferred.
- Experience as a city/town manager, assistant city/town manager, or equivalent public or private sector level experience.
- Skilled in finance, personnel management, communications, human resources administration, project management, grant writing, and time management.
- Collaborative, enthusiastic, self-starter, team-oriented, innovative, and decisive.
- Knowledgeable of best practices.
- Skilled in use of traditional and modern communication tools.
- Able to make tough decisions and to work collaboratively with the Town Council.
- Community-focused, able to delegate effectively, morale-builder, analytical, creative problem solver, and organized.
- Willingness to take risks, ability to think outside the box, strong work ethic, and inspire trust and confidence.
- Willingness to serve as an ambassador of, and advocate for, the community.

## How To Apply

Send cover letters and resumes via email, in a single PDF, by Nov. 9, 2019, 5:00 p.m. to:

[Apply@communityparadigm.com](mailto:Apply@communityparadigm.com)

**Subject: East Longmeadow  
Town Manager Search**

Questions regarding the position should be directed to:

Bernard Lynch, Principal  
Community Paradigm Associates  
[Blynch@communityparadigm.com](mailto:Blynch@communityparadigm.com)  
978-621-6733

The Town of East Longmeadow, Mass., is an Equal Opportunity Employer.