

Town of Ridgefield, Connecticut

TOWN ADMINISTRATOR

Leadership opportunity in a unique New England community



The Town

Ridgefield is located in the foothills of the Berkshire Mountains, approximately one hour north of New York City. Founded more than 300 years ago, the Town has a population of just over 25,000 and is known for its historic Main Street, highly rated school system, cultural attractions, and picturesque setting. Situated in prosperous Fairfield County, Ridgefield is accessible to regional transportation while retaining its distinctive community character.



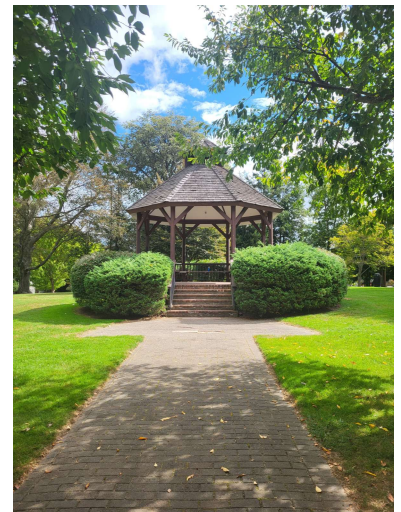
With six airports, two train stations and three major interstates within driving distance, Ridgefield is the ideal location to reside. It is located in the center of Connecticut's prosperous Fairfield County, accessible to virtually everything, yet concealed in its own special place and is consistently rated "Connecticut's #1 Town" by Connecticut Magazine and realtor associations throughout the region.

Ridgefield is among the wealthiest communities in the United States with a median household income of \$147,936, more than 78% above the median County income of \$83,163, and more than 111% above the State median income of \$69,889.

The town offers a vibrant mix of culture, dining, shopping, and outdoor recreation. Explore the Aldrich Contemporary Art Museum, Weir Farm National Historic Site, and historic Keeler Tavern; enjoy live performances at the Ridgefield Playhouse, a film at the Prospector Theater, or a concert by the Ridgefield Symphony Orchestra. Spend the day browsing Main Street boutiques and Danbury Road shops, dining at restaurants ranging from casual to fine, or enjoying the Fazio-designed 18-hole golf course, trails, lakes, and scenic country roads. With its picturesque, Norman Rockwell-style setting and exceptional quality of life, Ridgefield is a place many visitors come to love—and choose to call home.

The Town is governed through a grouping of boards, committees, and commissions that work cohesively under the direction of the First Selectperson. Under the Town Charter, a five-member Board of Selectpersons is elected every four years. Additional elected commissions oversee Planning and Zoning and the Police Commission.

Ridgefield is a full-service Town, with services including Fire, EMS, Police, Public Services, Golf Course Operations, Animal Control, and other municipal functions.



The Opportunity

The Town of Ridgefield, Connecticut, is seeking an accomplished municipal leader to serve as its first Town Administrator. This is an exceptional opportunity to help lead a unique community while working in partnership with the First Selectperson, Board of Selectpersons, department heads, residents, businesses, community organizations, and other public-sector partners.

The Town Administrator is appointed by and serves at the pleasure of the First Selectperson, as outlined and approved by the Board of Selectpersons. The Administrator oversees the day-to-day operations of Town governmental departments and coordinates assigned, non-elected departments and agencies, working in concert with the First Selectperson. This role helps turn Town policies into action, keeps operations running smoothly, manages resources responsibly, and ensures residents receive responsive service.

Reporting and Scope of Authority

- Reports to the First Selectperson (the Town's Chief Administrative Officer as defined by charter).
- Serves as Operations Administrator for assigned and non-elected departments, except where authority is expressly reserved to other officers, boards, commissions, or the Board of Education.
- Supervises, directs, and evaluates department heads and Town staff where not otherwise provided by charter, ordinance, or union contract.
- Acts as the principal administrative liaison among departments, the First Selectperson, and the Board of Selectpersons.

Essential Duties and Responsibilities

Policy implementation and board support: Implements policies and directives adopted by the Town Meeting and Board of Selectpersons; provides research, advice, and recommendations on major initiatives, contracts, capital projects, regulations, ordinances, and proposed legislation, while also managing Board meeting agendas and related materials.

Administrative leadership and operations: Coordinate daily operations across Town departments, offices, and agencies to ensure efficient, effective services and implementation of adopted policies and plans. The role maintains strong administrative, recordkeeping, reporting, and performance-management practices; monitors progress toward departmental goals; and supports staff development.

Procurement, risk, and compliance: Works with the Finance Director and Purchasing, Finance & Safety Manager to oversee Town purchasing procedures, including RFPs, bidding, and contract administration in accordance with Board-approved policies. Have involvement in risk management and insurance programs, working with the Manager to manage claims and reduce exposure, coordinates responses to Freedom of Information requests, and ensures assigned offices comply with applicable state and local requirements.

Projects, grants, and intergovernmental relationships: Identifies, compiles applications, and administers grant and other external funding opportunities, ensuring proper reporting and compliance. Manages or coordinates major cross-departmental initiatives and special projects assigned by the First Selectperson or Board of Selectpersons.

Public communication and customer service: Serves as a key point of contact for residents, businesses, and community organizations on Town services and programs. Supports public communication efforts, including the Town website and other communication platforms, in coordination with the First

Selectperson and the Emergency Management Director/Public Communications Administrator.

Budget and Financial Management: In the beginning will work with the Finance Director who leads development of the Town's operating and capital budgets, including reviewing department requests and making recommendations to the First Selectperson and Board of Selectpersons. Supports long-range financial planning by assisting in the development of multi-year capital plans and evaluating the financial impact of capital projects and program decisions; monitors revenues, expenditures, and cash flow. Targeting a six-month to one-year lead time, this position will eventually have oversight of the Director position and also prepare financial reports for the Board of Selectpersons and Board of Finance; oversees annual department operating plans, the Five-Year Capital Projects Plan, and the Annual Town Report.

Human Resources and Labor Relations: In the initial stages of the role, the Town Administrator will work with the HR Director who manages personnel functions for general-government staff, including recruitment, hiring recommendations, evaluations, and discipline in accordance with Town policies and collective bargaining agreements; work with the First Selectperson and HR Director to develop personnel policies, job descriptions, and organizational structures; and be a part of the Town's labor-relations strategy, oversees collective-bargaining negotiations and contract administration, and helps resolve union grievances and non-union employee concerns. In the future, the Town Administrator will eventually have direct oversight of the HR Director and the HR/Labor relations roles.

The Town Administrator performs other duties assigned by the First Selectperson or Board of Selectpersons in accordance with the Ridgefield Charter and applicable law. The role also attends public meetings, including those of the Board of Selectpersons and Board of Finance, and serves as a liaison to other municipalities and state and federal agencies as needed.

The Ideal Candidate

The ideal Town Administrator will be a collaborative, service-oriented municipal executive with sound judgment, strong organizational skills, and the ability to move complex initiatives from policy direction to practical implementation. This individual will balance strategic perspective with hands-on administrative leadership and will communicate clearly and professionally in public settings and with diverse stakeholders.

The successful candidate will work effectively within Ridgefield's charter-based system of government, recognizing the respective responsibilities of the First Selectperson, Board of Selectpersons, Town Meeting, independent boards and commissions, and the Board of Education. They should be comfortable advising elected officials, preparing clear written materials, managing competing priorities, and promoting accountability across Town operations.

Education, Experience, and Qualifications

The Town seeks candidates with a combination of education, experience, professional judgment, and leadership ability appropriate to a senior municipal-management role.

- Bachelor's degree in public administration, business administration, political science, or a related field; a master's degree in public administration or a related discipline is preferred.
- Five to seven years of progressively responsible municipal-management or comparable executive experience, including staff supervision and responsibility for budgets and operations.
- Knowledge of Connecticut municipal government, including town-meeting and board-of-selectpersons forms of government, state statutes, and local charters.
- Demonstrated capability in leadership, public communication, budgeting and finance, personnel management, labor relations, project management, grant administration, and intergovernmental relations.

- Considerable knowledge of management principles and techniques; relevant state and federal laws, statutes, and regulations; public-administration practices; governmental budget management; and governmental accounting.

Working Conditions and Status

This is a full-time, exempt position. The Town Administrator serves at the pleasure of the First Selectperson, with Board of Selectpersons approval, subject to the Ridgefield Charter, ordinances, applicable employment policies, and agreements. Evening meetings, public hearings, and occasional weekend events may be required. The role includes attendance at public meetings, including those of the Board of Selectpersons and Board of Finance.



Salary and Benefits

Hiring Salary: \$150,000 to \$180,000

Benefits:

- Medical, Dental, and Vision Plans
- Town provided short- and long-term disability plans
- Town provided Life Insurance 1.5X annual salary
- Matching 401 retirement plan
- Vacation, sick, personal and 14 holidays
- Four-day work week

This posting will remain active until filled.

Please send Application, Resume and salary requirements to:

Mail: Town of Ridgefield, Human Resources, 400 Main Street, Ridgefield, CT 06877

Email: personnel@ridgefieldct.gov

The Town of Ridgefield is an Equal Opportunity Employer.