

TOWN MANAGER

TOWN OF NEWPORT, NH

The Town of Newport, NH, an attractive rural New England town (approximate population 6,500) in the Sugar River region is located in the scenic Connecticut River Valley of western New Hampshire, seeks an experienced hands-on Town Manager. Immersed in the natural beauty and opportunities provided by the lakes, trails, and mountains, with just a short drive to the regional business, tech, and engineering centers, and all the cultural, medical, and educational assets of the Lebanon and Keene regions. Newport is 10 miles from the Vermont border. The ideal candidate should be willing to make a long-term commitment to the Town. Residency is desired.

A Bachelor's Degree in Public Administration or related field with 5 years of progressively responsible municipal management experience, or five years of any equivalent combination of education and experience is required. A Master's Degree in Public Administration or related field preferred.

The position reports to a 5 Member Board of Selectmen and is responsible for a Budget of \$10.5 million and 107 full, part-time, and call employees, and 2 collective bargaining units.

The salary range is \$102,244 to \$155,577 depending on qualifications with a competitive benefits package including but not limited to: health, dental, life & disability, retirement, and paid time off.

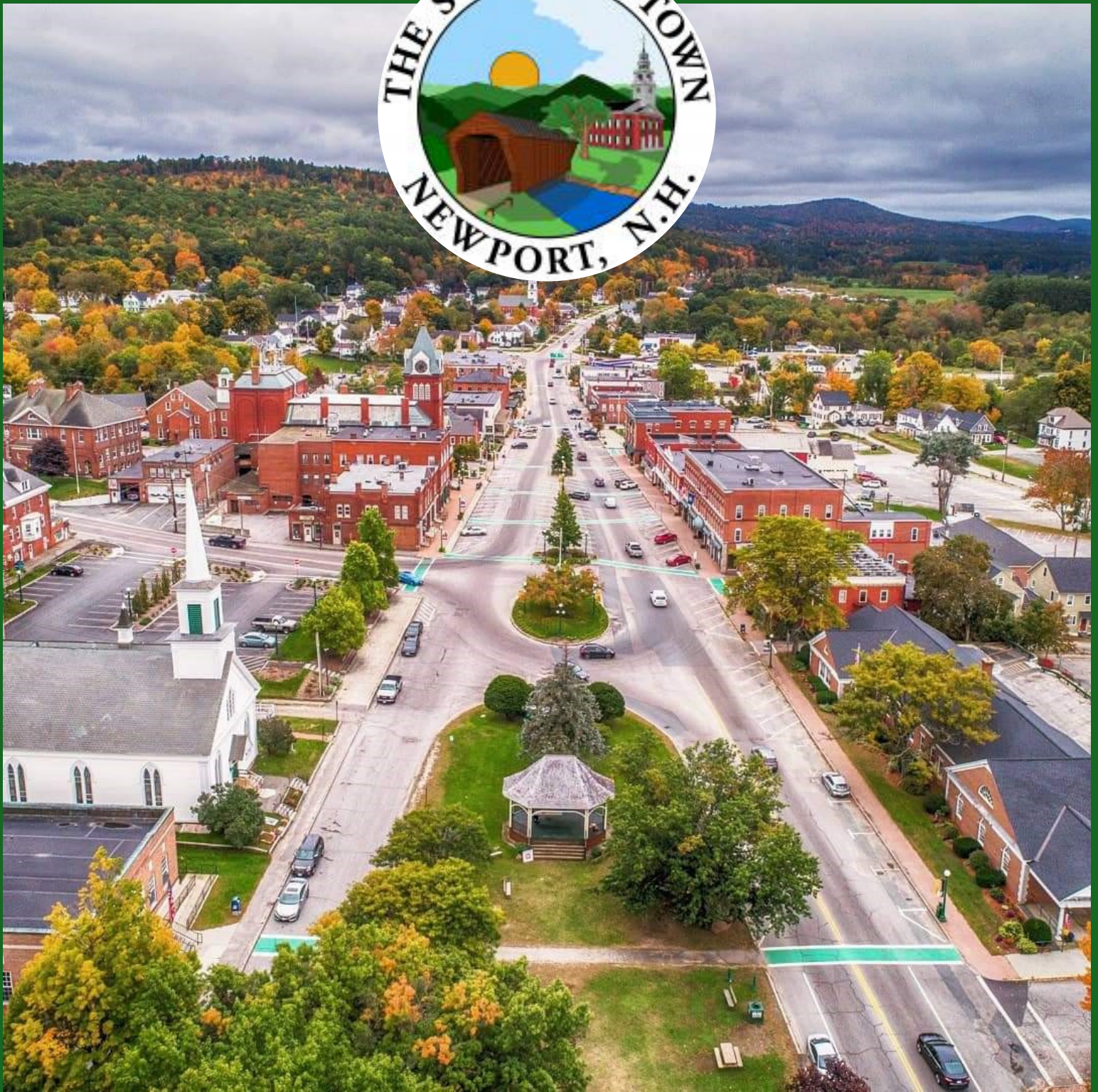
For further information potential candidates are directed to www.newportnh.gov.

To apply, submit a resume and cover letter, in confidence, as a PDF attachment to: newportnhreports@gmail.com.

Resumes reviewed as received. Qualified candidates will be invited to participate in an interview via in-person, or virtual.

Application materials must be received by October 20, 2023.

The Town of Newport is an Equal Opportunity Employer.



TOWN PROFILE

To apply send a confidential resume and cover letter to
newportnhreports@gmail.com

Photo by: Jonathan Ryba



COMMUNITY

Newport, NH - The Sunshine Town

A great place to call home.

The Town of Newport, NH is an attractive rural New England town in the Sugar River Region which is located in the scenic Connecticut River Valley of western New Hampshire. Immersed in the natural beauty of the many branches of the Sugar River and nestled between Coit and Bald Mountains. The Town shares boundaries with Sunapee, Croydon, Claremont, Unity, and Goshen and serves as the shire town (government seat) for Sullivan County, representing 14 towns and one city. Newport shares a deep connection to surrounding towns and is deeply rooted in tradition.



The community centers itself around the Town Common located on North Main Street where visitors and residents have the opportunity to participate in the annual Winter Carnival, Apple Pie Crafts Fair, seasonal farmers market, high school graduation, concerts on the common, dog training, yoga, and winter skating. The Common is the perfect viewing spot for one of the annual parades hosted by the town and its affiliates.

The community also hosts nine houses of worship following many diverse denominations of faith. The oldest church in town is the South Congregational Church built in 1823.

Newport is also the home of the Newport Tigers. For generations the Tigers have won championships in many competitive sports across the State. Tigers pride is best represented by homecoming each fall. Newport Middle High School is proud to offer college credit after completing collegiate transcript credit courses.



TOWN PROFILE | NEWPORT, NH

Photos by: Shannon MacMichael - Newport Chamber of Commerce & Fran Huot - Library Arts Center (respectively)



HISTORY

Newport, NH - The Sunshine Town



Founded in 1761

Newport (population approximately 6,500) has a rich history leading back to Paul Revere (exhibited by 3 bells across Town), Sarah Josepha Hale, and others. Newport embraces its history by celebrating long-standing events dating back to the first Winter Carnival in 1916. In fact, the Sunshine Town holds the Oldest Continuous Town Winter Carnival in the country! Newport is a community that celebrates history, togetherness, and continued development while balancing small-town charm.

Newport was established as a milling town over the years. Current residents tell detailed accounts of family members who have worked in many of its old mill buildings, proudly supplying the town and surrounding areas with products from its sawmills, woolen and cotton mills, and tanneries. This is all thanks to being nestled close to the Sugar River and many of its branches.

Dorr and Ruger are names well known locally and nationally which continue to provide employment for many of Newport's residents. Today, Newport continues to live up to its manufacturing background with prominent companies loyal to the area.

Newport was home to seven, one room schoolhouses. The last one remaining, The Little Red School House was built in 1835.

Newport's main street lends a true account of the Town's resiliency. Old brick is a common theme throughout and stories are told of when a storefront or building was once home to an entirely different business 50 years ago.



COMMERCE

Newport, NH - The Sunshine Town

Working in Newport NH

Business and commerce are the backbone of the Town's continued success. Some of the largest employers include: Sturm Ruger & Co., LaValley Building Supply, Bar Harbor Bank and Trust, Hartford Eichenauer, Inc., Latva Machine Co., Inc., Newport Health Center, Carroll Concrete, Sugar River Bank, Premier Precision/RDS, Shaw's, and others. (Source: NHES ELMI Community Profile)

Other businesses and trades across the Town include: real estate, a jeweler, farming, restaurants, landscaping, excavating, forestry, insurance agencies, building and construction, a Montessori school, an 18-hole golf course, Newport Community Television Center (NCTV), a radio station, automotive services, a hunting and fishing retailer, a fitness center, law offices, nine houses of worship, lodging, salons, elderly housing, a library, a museum, a florist, an opera house, a bakery, a horse farm, a dog adoption center, pharmacies, machining, financial institutions, grocery and convenient stores, child care centers, an airport, and more!



The Newport Area Chamber of Commerce works diligently to enhance the town's local involvement through special events including Business After Hours Events.

In an effort to bring more attention to Newport as a tourist destination, the Town has invested in updating the downtown with historical murals that speak to the Town's history and vibrant background.

It is a short drive to the regional business, tech, and engineering centers, and all the cultural, medical, and educational assets of the Lebanon and Keene regions.

VOLUNTEER

The Town is robust with countless opportunities to volunteer. Whether it is at Wags and Wiggles Rescue, the Senior Center, Full Circle Farm, the Food Pantry, or for a Newport Opera House event, coaching youth sports teams, serving on the board of a local non-profit, or on a municipal board for one of the many committees available to residents.

The Town is home of Rotary Club, American Legion, Loyal Order of Moose, Newport Service Organization, Daughters of the American Revolution, and more.



RECREATION

Newport, NH - The Sunshine Town

Playing in Newport, NH

The Town has a variety of recreational activities to fit any interest and all levels of experience. Newport is an outdoor enthusiast's playground and offers peace and tranquility for individuals who enjoy other activities.

Newport's outdoor activities include miles of walking, hiking, and riding trails that stretch throughout the Town and into neighboring towns. The Sugar River Rail Trail is an active ten-mile stretch of maintained trail and features many bridges including two of the few covered railroad bridges in the country. One might take a walk through our 15 miles of trails in our Town Forest.

As for other outdoor activities, the Town offers a round of disc golf (rated as one of the top 5 free courses in the State of NH). Let's not forget about the 18-hole golf course, hunting, fishing, OHRVing, as well as snowmobiling.

Individuals who enjoy history can take a beautiful tour through Town learning all about it's rich history - presented by the Newport Historical Society. Or one can spend the afternoon at the Library Arts Center Gallery & Studio or Richards Free Library.



The Town is the home of two established campgrounds - North Star and Crows Nest both located on Route 10.

Construction of a new community center is underway, where the Newport Recreation Department will continue to host a vast, jam-packed schedule of events and programs for residents and non-residents of all ages and interests. The \$9+ million center will be built with no tax impact.

Through the hard work and efforts of a dedicated community, Newport has been awarded grand funding for constructing a local dog park and community garden.

Newport is a short drive to Mt. Sunapee for ski enthusiasts and just as close to Lake Sunapee and Sunapee Lake Park. For those who enjoy the thrill of adrenaline, the Town is a 20 minute drive to NHMX in Lempster, as well as Claremont Speedway. If that isn't enough, visitors and residents can drive to any local surrounding town, exploring all that the Sugar River Region has to offer.



THE ORGANIZATION & POSITION

The Town of Newport is a full-service municipality with an established team of experienced support staff of 107 full, part-time, and call employees and a combined operating budget of \$10.5 million, with a fiscal year of July 1 to June 30. The Town is governed by a five-member Board of Selectman, elected at large by the voters. Town Meeting continues to be the legislative body and is governed by SB2.

Pursuant to both the Town Charter and NH State Law, the Selectboard hires the Town Manager. The Town Manager hires and manages all staff including two bargaining units. Town departments are broken out as: Recreation, Finance & Taxation, Planning & Zoning, Fire & EMS, Police, Public Works, Airport, and Economic Development.

Opportunities for appointment to the municipal boards include: the Planning Board, Zoning Board, Airport Advisory Board, Conservation Commission, Budget Advisory Committee, Recreation Advisory Council, Heritage Commission, Facility & Fields Advisory Committee, Upper Valley Lake Sunapee Regional Planning Commission, and the Monuments & Memorials Committee.

The Position

The Town Manager serves as the Chief Executive Officer of the Town, responsible for all day-to-day operations across a wide array of operational areas. Much of the Manager's work is delegated through Department Heads. The Manager is responsible for developing and managing the annual budget, grants, overseeing personnel matters, and delivery of town services in a cost-effective manner.

The Town Manager shall have the powers and duties enumerated in RSA Chapter 37 and shall exercise these powers and duties in the manner required by that chapter.

While the position has many responsibilities, it is fundamentally a people-centered position. The Town Manager must be able to inspire confidence from the elected officials and the general public; must be able to lead the staff and align them with the Selectboard's policy objectives; and must be comfortable in a highly visible role where the ability to connect with others in an essential function.

Compensation

The Selectboard anticipates starting the next Town Manager with an annual salary between \$102,244 to \$155,577, dependent upon qualifications and experience. Benefits include health/dental insurance, paid time off, retirement, and more.

The Town Manager will receive either a town car or a mileage stipend. Town residency is preferred. Close proximity to Newport is important for participation in the civic life of the community and timely response to Town emergencies.

Application Process

The Town has formed a search committee that will conduct the first round of interviews. The committee is comprised of three citizens, a Chamber of Commerce Representative, a Department Head, a Town Staff Representative, the Interim Town Manager, and two members of the Board of Selectmen.

To apply, please send a confidential resume and cover letter as PDF attachments to: newportnhreports@gmail.com. Resumes will be reviewed as received. Qualified candidates will be invited to participate in an interview via in-person, or virtually. Please respond by October 20, 2023.

We look forward to hearing from you!



TOWN MANAGER | NEWPORT, NH

TOWN MANAGER DESIRED CHARACTERISTICS



Experience

A Bachelor's Degree in Public Administration or related field with 5 years of progressively responsible municipal management experience, or five years of any equivalent combination of education and experience required. A Master's Degree in Public Administration or related field, preferred.



Residency

Residency in the Town of Newport is preferred.



Commitment

The ideal candidate should be willing to make a long-term commitment to the Town.



Management

Builds, maintains, and empowers a strong leadership team, delegates appropriate authority and responsibility to them effectively, and uses their expertise in operations, management, planning, and problem solving.



Communication

Must have effective oral and written communication skills, including the ability to provide concise and accurate information about complex issues to staff, media, and citizens.



Finances

A high level of fiscal acumen, and a sense of responsibility, accountability and stewardship for the financial resource and assets of the Town. Must be able to seek, obtain and manage grants.



Community

Respect for guiding a community-driven and inclusive decision-making process while providing expertise to improve and streamline processes where appropriate.



Strategic Planner

Must be able to think strategically and anticipate possible outcomes based on knowledge and experience.



TOWN MANAGER | NEWPORT, NH

**TOWN OF NEWPORT
JOB DESCRIPTION
TOWN MANAGER**

GENERAL DESCRIPTION

The Town Manager is responsible for the efficient management and operation of the affairs of the Town in accordance with State law, Town ordinances and such directives, regulations, and policies as the Board of Selectmen (Board) may from time-to-time adopt. Specifically, the Town Manager shall have the powers and duties enumerated in RSA Chapter 37 and shall exercise these powers and duties in the manner required by that chapter, including but without limitation, RSA 37:3, 5, 6, and 7.

Town Meeting continues to be the legislative body of the Board. The Board remains vested with the responsibility to manage the prudential affairs of the Town; provided, however, that the Town Manager shall have the managerial and administrative responsibilities established by law.

SUPERVISION RECEIVED

The Town Manager shall be appointed by the Board and shall in all matters be subject to its direction and supervision and shall serve at the will of the Board, subject to removal in accordance with RSA 37:3. The Town Manager shall be appointed for a specified term that may be renewed only upon mutual agreement. The Board shall determine compensation and the Town Manager may be appointed by means of an employment agreement that further specifies the terms of employment.

SUPERVISION EXERCISED

The Town Manager exercises direct supervision over the following departments:

- o Recreation
- o Finance
- o Planning & Zoning
- o Fire/ EMS
- o Police
- o Public Works
- o Airport
- o Economic Development

The Town Manager exercises indirect supervision over all staff and departments within the Town of Newport.

RESIDENCY REQUIREMENT

It is desired that the Town Manager will make a long term commitment to Newport by residing within the Town of Newport. Town residency is preferred. Close proximity to Newport is important for participation in civic life of the community and timely response to Town emergencies.

ESSENTIAL DUTIES

Perform all duties outlined in RSA 37 [New Hampshire Statutes - Table of Contents \(state.nh.us\)](https://www.state.nh.us/statutes) and such other duties, consistent with this office, as may be added or modified by a majority vote of the Selectmen. In addition to those duties and in some cases modification of those duties Town Manager shall perform the following:

- Duties outlined in RSA 37:6 V (Expenditures & Income) are due by 31st day of January of each year.
- Town Manager is required to sit on several boards and committees which from time to time may be modified, such as: ECON, Newport Area Chamber of Commerce, TIFF District, etc.
- Collaborate with residents, businesses, local and state organizations, and local, county, and State government where applicable to identify and promote the strengths of Newport such as but not limited to: recreation opportunities, historical relevance and inventory, geographic location, and culture.
- Maintain and enhance an environment that encourages dialog, communication, and transparency both from within government and in interactions with its citizens.
- Be accessible to the community, engaged with it, and responsive to its needs by:
 - Actively participating in community events and organizations,
 - Quickly responding to phone, email, and other correspondence,
 - Developing action plans based on community input. especially input developed through a committee or other community group, and upon Board of Selectmen approval, overseeing those plans through to completion,
 - Promote policies which encourage: reuse of existing structures, energy efficiency, environmental awareness, local business, and local agriculture,
 - Promote smart economic growth while maintaining the small town historic feel of Newport,
 - Be familiar with and recognize the importance of the Town of Newport Master Plan,
 - Be an advocate for the Town of Newport at the State & Federal level.

SKILLS

- The Town Manager must be straightforward, honest, ethical, capable, creative, energetic, proactive, trustworthy, and positive,
- Personal and professional integrity which manifests itself as respect, honesty and a willingness to listen in all interactions,
- Effective oral and written communication skills, including the ability to provide concise and accurate information about complex issues to staff, media, and citizens,
- Excellent strategic planning and negotiation skills,
- Ability to interpret and apply policies, procedures, ordinances, and statutes,
- A high level of fiscal acumen, and a sense of responsibility, accountability and stewardship for the financial resources and assets of the Town,
- A strong commitment to the human resources of the Town, and to provide for and

promote staff diversity, career progression, succession planning, and a safe and respectful workplace environment, including the willingness and capability to shape a workplace culture and attitude that expects, delivers, and rewards excellence,

- Respect for and embraces a community-driven and inclusive decision-making process while providing expertise to improve and streamline processes where appropriate,
- Builds, maintains, and empowers a strong leadership team, delegates appropriate authority and responsibility to them effectively, and uses their expertise in operations, management, planning, and problem solving,
- Ability to exercise creativity and initiative to resolve complex problems. Especially being able to adapt and respond well to planned and unplanned change.

EXPERIENCE & EDUCATION

A Bachelor's Degree in Public Administration or related field with 5 years of progressively responsible municipal management experience, or five years of any equivalent combination of education and experience is required. A Master's Degree in Public Administration or related field preferred.

PHYSICAL REQUIREMENTS AND ENVIRONMENT

This position is an office-based position. The Manager is expected to have a physical presence throughout the Town. While performing the duties of this job, this position requires frequent communication with the public and other staff members, operating office equipment, moving throughout the Town, and traveling throughout the State, when necessary. This position is often required to sit for long periods of time. This position may occasionally lift or move up to 25 pounds.

(End of Job Description)