



## **CITY MANAGER**



## **PORTSMOUTH, NEW HAMPSHIRE**



# EXECUTIVE RECRUITMENT

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## **CITY MANAGER**

### **CITY OF PORTSMOUTH, NEW HAMPSHIRE**

#### **The City**

Portsmouth, New Hampshire, is a beautiful New England seaside community located near the coast of New Hampshire and situated between the cities of Boston and Portland. Portsmouth is a historic seaport and popular year-round tourist destination on the Piscataqua River. Portsmouth was formerly the home of the Strategic Air Command's Pease Air Force Base, since converted to Pease International Tradeport (including an airport) at Pease, which is a major economic driver for the greater Portsmouth area. Approximately 40,000 to 50,000 individuals work in the City on a daily basis and slightly less visit the City in the evenings. The City is inviting applications for the position of City Manager to replace its long serving retiring incumbent.

The City is known for its rich history. The National Trust for Historic Preservation named Portsmouth to its list of America's Dozen Distinctive Destinations, calling the city "one of the most culturally rich destinations in the country" with a "stimulating mix of historic buildings, sidewalk cafes, great restaurants, art galleries, jazz clubs and distinctive artisans' boutiques." "Originally a working seaport where merchant ships traveled up and down the Piscataqua River, it is still a working port, where tugboats can be seen escorting ships through the treacherous

currents of this tidal river." – *Portsmouth Historical Society*

Portsmouth is a full-service community. Services include Administration and Finance, Public Safety, Schools, Community, Economic Development and Regulatory Services, Library, Recreation and Senior Services, and Public Works. The City operates under the Council/Manager form of government with nine at-large elected officials serving concurrent two-year terms. The top receivers of votes serve as the Mayor and Assistant Mayor respectively. The City Manager is appointed by a two-thirds majority of the City Council to function as the Chief Executive and Administrative Officer of the City, responsible for the proper administration of all the departments of City government. The City Manager serves at the pleasure of the City Council.

The City has a professional staff of 800 full time employees, a budget of \$113M and enjoys a AAA bond rating. There are 16 collective bargaining units. View the City budget and related financial documents:

<https://www.cityofportsmouth.com/finance/proposedadopted-budgets-and-cafr-reports>





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## The City Manager:

### Duties:

- The City Manager carries out policy decisions of the City Council, and oversees all property, real and personal, owned by the City.
- The Manager keeps the Council informed of the City's needs and ongoing conditions, and make reports as may be required by law, or requested by the Council, or judged necessary by the Manager.
- The City Manager takes part in all discussions which come before the City Council but acts in a non-voting advisory capacity.
- As Chief Executive for the City, the City Manager is the responsible supervisor for all department heads, and acts to appoint, suspend, remove, or discipline all municipal employees in the administrative service of the City; that is, all but those employees supervised by the Fire Commission, Police Commission, or the School Board.
- On an annual basis, the City Manager provides to the City Council an Operating Budget, a Budget Statement, and a long-range Capital Plan.

### Opportunities & Challenges:

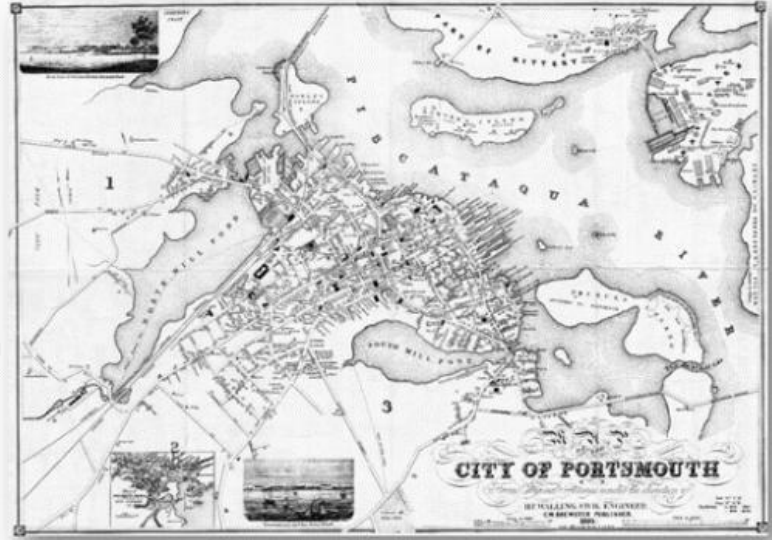
- While the community is well positioned financially, the main source of revenue to fund municipal operations is the property tax as there is no sales or income tax in New Hampshire. The State is non home-rule, so the City is unable to raise revenue without the consent of the State Legislature and Governor. The new City Manager will be challenged to develop new revenue streams in light of working in this complex environment.
- The City has invested significantly in its infrastructure over the past 20 years, which has benefited the City greatly. There were several capital projects that have been completed, including the Peirce Island Wastewater Treatment Facility upgrade and more are ongoing, such as the Prescott Park Master Plan implementation and the anticipated construction of a new Police Station. An understanding of the capital needs of the City as well as the mechanisms to fund those projects will be necessary for the new City Manager.
- Portsmouth has enjoyed robust Economic Development; however, the community is divided on the extent of the development and the balance of the growth with the City's ability to maintain its historic charm and quality of life. The new City Manager must be proficient in engaging and actively listening to a wide variety of stakeholders who are significantly interested in the balance of growth and development of the City.
- The Arts Community in Portsmouth contributes about \$58M per year into the local economy, see [www.art-speak.org](http://www.art-speak.org). The new City Manager should have the desire and ability to work with the Arts and Non-Profit communities and an understanding of how those communities benefit the City at large.
- The city is working on a unique private/public partnership to manage the transfer and redevelopment of a two-acre parcel and federal building in the downtown core. While this project poses no financial



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obligation to the city, it opens up 21st Century economic development opportunities not currently seen in the downtown area.

- The City's success has resulted in a housing shortage and as a result the prices of homes in Portsmouth have increased significantly and in some cases are pushing longtime residents from their homes. Addressing the affordable housing issue is a key priority for the City.
- The City has excellent and dedicated staff who are available to assist the City Manager. A review of the organizational structure and a possible realignment of staff duties and responsibilities may be a mechanism to help to address the challenges the City faces today.
- Portsmouth will be celebrating its 400<sup>th</sup> Anniversary in 2023. The new City Manager can look forward to this historic milestone event.



## Experience, Characteristics and Traits

- A Bachelor's Degree from an accredited college or university with a major in political science, business administration or related field. A Master's Degree in Public Administration is preferred.
- A minimum of five (5) years progressively responsible municipal experience in a community of similar size and complexity, or any equivalent combination of education and experience that would demonstrate the skills and abilities to perform the work.
- Extensive knowledge of municipal operations and general practices, including current developments and innovations relevant to local government.
- Candidates must have strong leadership skills, open and honest communication skills and an approachable style and the proven ability to establish and maintain strong working relationships.
- Strong financial, budget, human resources and labor relations experience.
- Strong knowledge and skill related to Community Engagement, Sustainability and Smart Cities, the Arts, and Capital Improvements Planning.
- A strong customer service orientation and significant career success in building collaborative, effective relationships across departments.
- Experience in strategic planning, project management and complex problem solving with the ability to work effectively in a wide variety of governmental disciplines.
- Excellent communication skills, both orally and in writing, public relations skills, and an understanding of the importance of engaging the community through social media platforms.
- A collaborative leader who values the input of the City Council, members of the staff, stakeholders and the general public.



## How to Apply

The expected starting salary is \$160,000 to \$185,000 +/- DOQ, with excellent benefits. Submit résumé, cover letter, and contact information for five professional references by August 16, 2019 online to Joellen J. Cademartori, CEO, GovHR USA, LLC – [www.GovHRjobs.com](http://www.GovHRjobs.com). Questions regarding the recruitment may be directed to:

**Joellen J. Cademartori, Chief Executive Officer, GovHR USA**

630 Dundee Road, #130, Northbrook, IL 60062.

Tel: 847-380-3238.

Email: [jcademartori@govhrusa.com](mailto:jcademartori@govhrusa.com)

The City of Portsmouth is an Equal Opportunity Employer.

# GOVHRJOBS.COM